DOCUMENT RESUME

ED 037 956 EF 004 141

TITLE	Facilities Inventory and Utilization Manual for the State of North Carolina. Higher Education Comprehensive Planning Program.
INSTITUTION	North Carolina State Commission on Higher Education Facilities, Raleigh.
PUB DATE	Jun 69
NOTE	80p.
EDRS PRICE	EDRS Price MF-$0.50 HC-$4.10
DESCRIPTORS	Campus Planning, *College Buildings, *College Planning, *Facility Inventory, *Facility Utilization Research, Higher Education, Interior Space, *Space Utilization

ABSTRACT

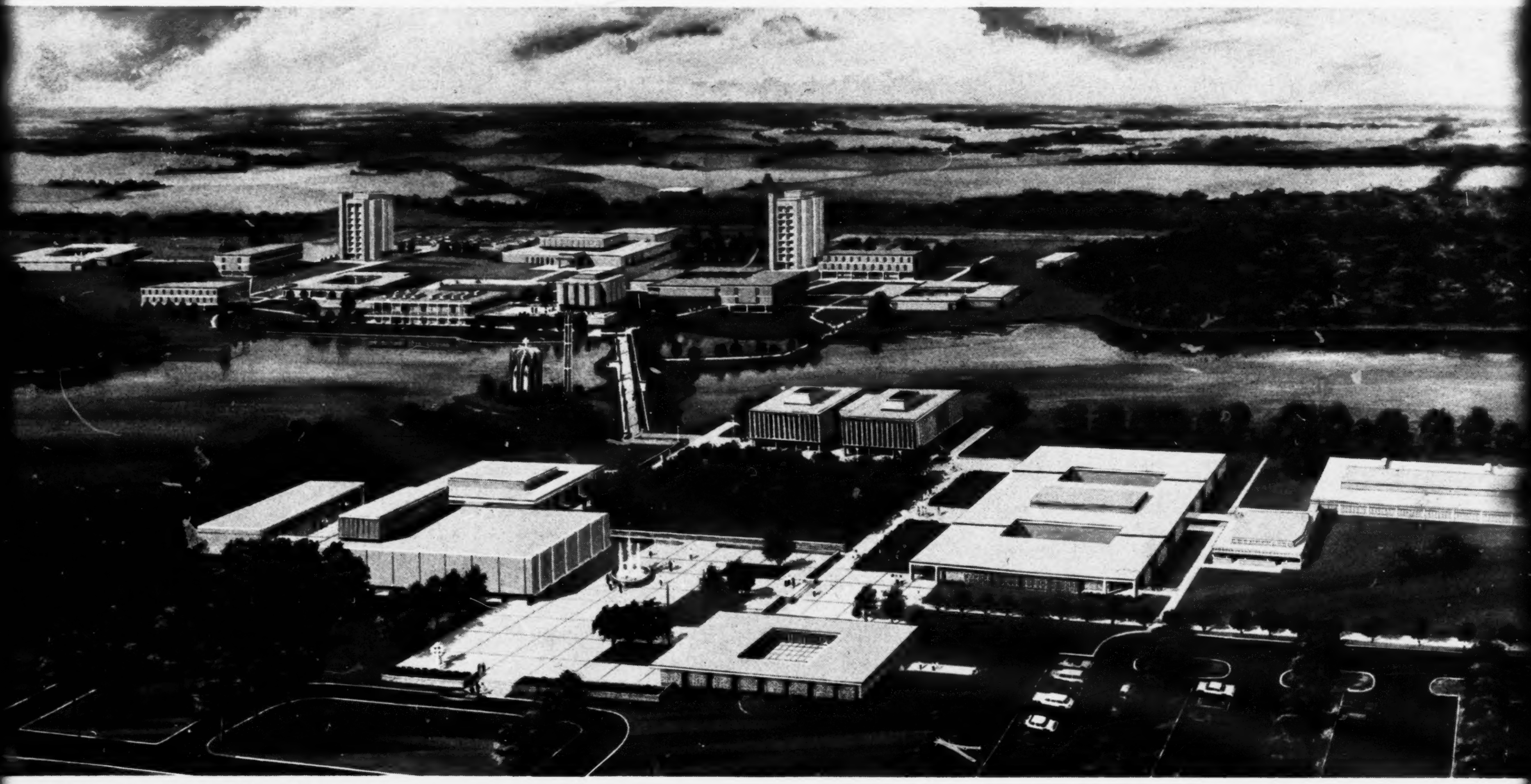
The facilities inventory to be conducted with the guidance of this manual is designed to obtain and to keep updated a campus-by-campus, building-by-building, room-by-room physical facilities inventory. The utilization study is designed to assemble, record, and analyze instructional room use information. The manual defines and describes each area to be surveyed, and stresses the importance of uniformity in reporting data which will be handled by computer. (FS)

ED037956

STATE OF NORTH CAROLINA
HIGHER EDUCATION COMPREHENSIVE PLANNING PROGRAM

FACILITIES INVENTORY AND UTILIZATION MANUAL

Second Edition



St. Andrews Presbyterian College Master Plan

EF 004 141

Board of Higher Education
Board of Education
Department of Administration
Commission on Higher Education Facilities

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

ED037956

HIGHER EDUCATION COMPREHENSIVE PLANNING PROGRAM

Facilities Inventory and Utilization Manual

For

THE STATE OF NORTH CAROLINA

State Board of Higher Education
Methodist Building
Raleigh, North Carolina

State Commission on Higher Education Facilities
320 West Jones Street
Raleigh, North Carolina

Property Control and Construction Division
Department of Administration
Administration Building
Raleigh, North Carolina

Department of Community Colleges
State Board of Education
Education Building
Raleigh, North Carolina

June 1969

Facilities Technical Committee

Vincent Outland
Department of Community Colleges

Noah W. Sites
Property Control and Construction Division

Cameron West
Board of Higher Education

Charles L. Wheeler
Higher Education Facilities

Facilities Advisory Committee

Silas Vaughn, Chairman
Business Manager
St. Andrews Presbyterian College

Dr. W. Archie Blount
Director of Development
Winston-Salem State University

Dr. John Davis
Director of Institutional Research
East Carolina University

F. H. Eason
Comptroller
Methodist College

Dr. Gerald B. James
President
Rockingham Community College

Dr. Joseph Jones., Jr.
Dean
St. Augustine's College

L. Felix Joyner
Vice President-Finance
University of North Carolina

Robert W. LeMay
President
W. W. Holding Technical Institute

Larry G. Owen
Director of Institutional Research
UNC at Charlotte

Dr. W. Burkette Raper
President
Mount Olive Junior College

Ned R. Trivette
Director of Business Affairs
Appalachian State University

James A. Ward
Director of Physical Planning
Duke University

Project Staff

John H. Dixon, Supervisor
Philip V. Albano

Janice Stephenson

Maurice E. Salani
Allen E. Weatherford,III

CONTENTS

INTRODUCTION 1

PART I. GENERAL 1
- A. Scope 1
- B. Value of Survey 2
- C. Project Guidelines 2
- D. Data Collection 2
- E. Use of Data 2
- F. Project Coordinator 3
- G. Completed Forms 3

PART II. THE FACILITIES INVENTORY

- A. General 5
- B. Formats for the Facilities Inventory 5
- C. Inventory Existing Facilities Only 5
- D. Buildings to be Excluded 5
- E. General Instructions for the Facilities Inventory 6
- F. Instructions for Up-dating the Facilities Inventory (Using Computer Printout) 6
- G. Instructions for Completing the Building Characteristics Format (Hard Copy) 6
- H. Layout for Key Punch of Building Characteristics Cards 12
- I. Instructions for Completing the Room-By-Room Facilities Inventory (Hard Copy) 12
- J. Criteria for Classifying, Defining, and Measuring Building Areas 18
- K. Layout for Key Punch of Room-By-Room Inventory Cards 18

PART III. UTILIZATION OF INSTRUCTIONAL SPACE

- A. Scope 21
- B. Purpose 21
- C. Data Collection and Forwarding 21
- D. Key Punched Cards 21
- E. Room Utilization Data 22
- F. Instructions for Completing the Instructional Space Utilization Form 22
- G. Validation 26
- H. Card Format for Instructional Space Utilization 26
- I. Layout for Key Punch of Instructional Space Utilization Cards 28

APPENDIXES:

- A. Floor Plan Exhibits—Criteria for Classifying, Defining, and Measuring Building Areas 29
- B. Organizational Units—Codes, Terms, and Definitions 43
- C. Subject Fields—Codes, Terms, and Definitions 47
- D. Type of Room—Codes, Terms, and Definitions 55

Introduction

The Congress in 1963 passed the Higher Education Facilities Act, designed to help meet the financial problem faced by colleges in providing buildings for the growing enrollment. Under this program about $41,600,000 have been made available through Fiscal Year 1969 to assist institutions in North Carolina.

In 1966, the Congress asked that a study be conducted of the facilities requirements of all colleges and universities in each state to determine the number and kinds of buildings needed, their estimated cost, and probable sources of funds. This information would enable the Congress to judge realistically if additional federal aid must be provided and in what amounts. Apparent in such a study is the annual requirements for a comprehensive inventory and utilization survey covering all facilities at all institutions of higher education.

In North Carolina, this inventory and survey requirement is being accomplished under the supervision of a Technical Committee consisting of representatives of each of the concerned state agencies—the State Board of Higher Education and Department of Community Colleges; the Property Control and Construction Division, Department of Administration; and the State Commission on Higher Education Facilities. The State Commission acts as the executive agency to conduct the inventory and survey. Surveys have been completed for school years 1967-68 and 1968-69.

This manual supersedes the manual used for the facilities inventory and utilization surveys of 1967 and 1968. For the most part, terms, codes, and definitions remain the same as in the previous publication. In both manuals, the terms, codes, definitions, and procedures are identical to or compatible with those used in the *Higher Education Facilities Classification and Inventory Procedures Manual,*[1] U. S. Office of Education.

Part I. General

A. Scope

1. **The facilities inventory is designed to secure and to up-date at least annually a campus-by-campus, building-by-building, room-by-room physical facilities inventory of the following North Carolina educational institutions: public colleges and universities, public community colleges, those technical institutes which have or expect to have a majority of their full-time equivalent enrollment in two-year technical programs, and those private institutions which agree on a voluntary basis to participate. The utilization study will assemble, record, and analyze instructional room use information for these same institutions.**

2. **Through computerized data and information accrual and retrieval means, the inventory will be developed as a permanent system. Institutions will be individually assisted in expanding the capability to maintain their own inventory data.**

---

[1] U. S. Office of Education, Superintendent of Documents Catalogue No. FS 5.251:51016, U. S. Government Printing Office, Washington, D. C., 1968.

B. Value of the Survey

1. With complete, accurately gathered facilities and facilities use data available, it is possible to develop more wisely considered schedules for constructing and financing new buildings, to improve utilization practices, to develop justifiable cost-sharing budgets, to have a sound basis for making intra- and inter-institutional cost comparisons, and to interpret facilities problems to faculty, trustees, and to state, regional, and federal agencies as well as to citizens at large.

2. The goal will be to develop inventory and utilization data and analyses which will meet most institutional needs, the needs of the state agencies listed above, and the requirements of the U. S. Office of Education.

C. Project Guidelines

1. The State Plan governing the conduct of the project provides that data from participating private institutions will be given the degree of confidential treatment requested by the president of the college or university. It is hoped that the demonstrated benefits of this program have been such that all institutions will desire to continue their participation.

2. Except for private institutions, the gathering and processing of data will be accomplished through the joint effort of the agencies named in the introduction.

D. Data Collection

1. Three sets of data are being collected (or up-dated) for participating institutions:

   a. Selected building characteristics

   b. Selected room characteristics

   c. Instructional space utilization information

2. It is especially important that there be uniformity in reporting data since most of the statistical work in the project will be accomplished by computer.

3. The systems set forth herein, including definitions, terminology, and coding, are essentially the same as those used for the 1967 and 1968 surveys. Even so, because of the many codes and other identifications reported, institutions should review the instructions provided before beginning their reports. This review is particularly applicable for institutions reporting by data processing cards.

E. Use of Data

1. The U. S. Office of Education and the state agencies named herein will use the collected data in developing state, regional, and nation-wide projections of higher education needs.

2. Inventory information with respect to public institutions will become a part of a comprehensive data system now being developed by the State Board of Higher Education.

3. The concerned state agency or agencies of the Technical Committee will review and edit the data submitted by institutions. The Committee will provide to each institution the following information in the form of data processing printouts and analyses:

a. Inventory and information in terms of gross square feet:
   - (1) Building Characteristics Report—a raw data printout
   - (2) Building Report—an analysis by ownership, date of construction, actual capital investment, etc.
   - (3) Source of Funds (For building construction)

b. Inventory information in terms of net assignable square feet (NASF):
   - (1) Room Characteristics Report—a raw data printout
   - (2) Total Campus by Types of Rooms and Groups of Organizational Units
   - (3) Selected Organizational Units by Types of Rooms
   - (4) Instruction, Research and Public Service by Subject Field; Selected Organizational Units by Subject Field
   - (5) Selected Types of Rooms by Subject Field
   - (6) Total Campus by Function

c. Utilization information:
   - (1) A raw data sort by building, room, and class beginning hour
   - (2) Instructional Space Utilization—an analysis of space use by selected utilization indices

4. Significantly, in the interest of reduced institutional effort, the U. S. Office of Education has announced that two of the above enumerated computer printouts (to be specified) may be submitted by institutions in lieu of the present facilities portion of the Higher Education General Information Survey (HEGIS).

F. Project Coordinator

Each institution has appointed a project coordinator as a point of contact for this continuing survey. At four-year public institutions, the designated coordinator is normally the Director of Institutional Research. For all public institutions, the list of project coordinators has been supplied to all members of the Technical Committee.

G. Completed Forms

Send to: Higher Education Facilities Inventory Project
Higher Education Facilities Commission
P. O. Box 2147
Raleigh, North Carolina 27602

Part II. The Facilities Inventory

A. General

Through participation in the 1967 and 1968 facilities inventories, most institutions of higher education in North Carolina are familar with the procedures and techniques described in this manual. Also, because of this participation, it will not be necessary for most colleges and universities to re-inventory most spaces. Rather, an up-dating only will be required. Instructions for up-dating the inventory and for complete re-inventory of facilities are given in the pages which follow.

B. Formats for the Facilities Inventory

1. For up-dating inventory information, the Commission will provide each institution a "come-back" copy of the Building Characteristics Report and the Room Characteristics Report computer printouts accomplished for the previous year.

2. For inventory of spaces not previously included in the survey or for complete re-inventory of space, two sets of blank forms will be provided:

   a. Building Characteristics (Sample, p. 8)

   b. Room-By-Room Facilities Inventory (Sample, p. 15)

3. Institutions which provide inventory or inventory up-date information by data processing cards should note card layout formats on pp. 13, 19, 28.

C. Inventory Existing Facilities Only

Existing facilities are defined as those in use on September 30, 1969. Facilities being planned or under construction on September 30, 1969, or which were initially occupied by the institution after that date should not be included in the data reported.

D. Buildings to be Excluded

Do not report buildings falling within these categories:

a. Those located on remote institutional properties that are used by relatively small portions of the student body for only a short period of time each year, such as field camps, farms, and ranches.

b. Investment properties. Excluded also under this term are such facilities as Water Departments, Telephone Departments, Electric and Heating Plants, and Utilities, where these enterprise facilities serve the community as well as the institution and charge both the institution and the community for these services.

c. Hospitals not owned by the institution, even though some limited instruction and/or research may be carried on in them.

d. Public schools, not owned by the institution, which are used for practice teaching.

e. Federal contract research centers.

f. Branches, centers, or other components located outside the United States or its outlying parts.

E. General Instructions for the Facilities Inventory

1. Report all data requested on inventory formats or by data processing cards in accordance with instructions which follow.

2. In accomplishing the blank forms, be sure that every entry is legible and confined within the space provided for the entry. When in doubt about an entry, make necessary notes or sketches on the back of the sheet so that decisions concerning the entry may be made at a later time in consultation with the person on the campus who is responsible for the institution's inventory.

3. To lessen the possibility of error, it is recommended that data be placed directly on the inventory form and not on some intermediate schedule.

4. Institutions are particularly cautioned that where data are transposed from existing records onto the inventory forms or to punched cards, experience has shown that accuracy is particularly difficult to attain. Accordingly, a careful review of the transposing is strongly urged.

F. Instructions for Up-dating the Facilities Inventory (Using Computer Printout)

1. Building Characteristics

a. Using the previous year's computer printout ("come-back" copy), correct each individual printed item which is incorrect to show accurate current information. Line through the item to be corrected (up-dated) and insert the correction *in red* in such a way that one item will not be confused with another.

b. Using the Building Characteristics blank form provided, report on a single line applicable information for each building not previously included in the inventory (i.e., if the building is included on the computer printout for the previous year, up-date as in a, above; otherwise, use the blank form).

2. Room-By-Room Facilities Inventory

a. Using the previous year's computer printout ("come-back" copy), correct each individual printed item which is incorrect, to show accurate current information as in 1, a, above.

b. Using the Room-By-Room Facilities Inventory blank form provided, report required information for each room in those additional buildings reported in 1, b, above (i.e., if the building information is included in the previous year's computer printout, place up-dated or new room information on the Room Characteristics computer printout; otherwise, use the blank form). For each line entry on the Building Characteristics form, supporting Room-By-Room forms are required.

G. Instructions for Completing the Building Characteristics Format (Hard Copy) (See exhibit, p. 8)

1. Type or print all of the information requested in the heading. If the "Name of Institution" and its "Location" are the same as "Campus" and its "Location" complete only the "Name of Institution" and its "Location".

2. If more than one sheet must be used, number the sheets consecutively.

3. Use one horizontal line per building. Use as many sheets as necessary.

4. Since coded entries will be punched on data processing cards, it is important that entries be recorded on the sheet exactly as indicated in the instructions.

5. The numbers in parentheses below refer to the item and column numbers on the Building Characteristics form.

(1) *Building Number:* All buildings to be inventoried should be numbered consecutively. If numbers have not been assigned, the person responsible for the inventory should assign numbers. Use no more than four characters (numbers and letters combined). *Place on this Building Characteristics Sheet and on every Room-by-Room Inventory Sheet this same number for each building.* Note from the exhibit that the last of the four spaces in this field is reserved for an "Alpha" (or letter suffix) and that leading zeros (LZ) are required. For example:

Building 5 is entered	0 0 5
Building 5A is entered	0 0 5 A

Where there are building additions, it will be necessary in most instances to make separate line entries for the original building and each addition in order to provide the data required in columns (4) to (8). In cases where the institution identifies the original building and the additions *by separate building numbers,* (as, for example, where the function of an addition departs from the function of the original building or where the addition is, in effect, a separate entity) use these numbers as separate line entries in this column. Where the institution identifies the original building along with its additions by a *single building number,* use the number in the first line entry to represent the original building and this same number plus "A", "B", "C", etc., to represent additions (e.g., original building, 43; additions, 43A, 43B, 43C.)

Irrespective of the numbering system used, be sure that the same building number used on this form is used on the Room-by-Room Inventory form.

(2) *Name of Building:* Report the institutional name for this building in not more than 20 characters, including spaces between words or abbreviations. Where the same name applies to more than one building, it is suggested that they also be numbered sequentially; for example, Faculty House #1, Faculty House #2, etc. Separate name entries need not be made for building additions.

(3) *Non-Residential or Residential:* Use the appropriate one of the following numerical codes to indicate if the building is Non-Residential or Residential:

1. Non-Residential
2. Residential

(4) *Ownership:* Enter the number for the descriptive statement below which best describes the method by which the building is made available to the institution for use.

1. Owned by the institution or is being paid for on an amortization schedule.
2. Not owned, but leased or rented to the institution at a typical rate for the locality.
3. Not owned by the institution, but made available to it at either no cost or at a nominal rate.
4. Title now vested in a holding company or building corporation to which

BUILDING CHARACTERISTICS

Sheet #____ of ____ Sheets　Date ____ (month) / ____ (day) / ____ (year)

Name of Institution ________ Location ____ (city) ____ (state)

Name of Campus ________ Location ____ (city) ____ (state)

Person Preparing This Form ________, ____ (title), ____ (tel. no.)

(1) Building Number --- ALPHA	(2) Building Name	(3) Non-Residential or Residential	(4) Ownership Code	(5) Year Constructed	(6) Initially Occupied (Yr.)	(7) Scheduled to be Demolished (yr.)	(8) Building Condition	(9) Air Conditioning	(10) Building Cost	(11) Estimated Replacement Value	(12) Fallout Shelter	(13) Gross Area (sq. ft.)	SOURCES OF FUNDS (14) Code No.	SOURCES OF FUNDS (15) Amount ($)
1	JOYNER HALL	1	1	968	968		1	6	500,000	525,000	4	27,300	a) 01 b) 03 c)	333,000 167,000
21	INFIRMARY	1	3	910	910	72	3	3	18,000	39,000	2	2,630	a) b) c)	
32A	RESIDENCE No. 1	2	1	949	960		2	3	30,000	51,000	2	3,400	a) b) c)	
121C	GYMNASIUM	1	6	930	965		1	1	10,000	70,000	2	3,160	a) 18 b) c)	10,000

payments are being made by the institution; title will ultimately pass to the institution (Includes lease-purchase arrangements).

5. Not owned by the institution, but shared with an institution of less than college level.
6. Shared with another institution of college level.

(5) *Year Constructed:*

Report the year the building was completed; report only the terminal three digits; for example, "1959" should be entered as "959". If unknown, enter "Unk."

(6) *Initially Occupied (not age of buildings):*

Report the year the building was first occupied by the institution for its activities or purposes, whether by construction, purchase, gift, lease, or a sharing agreement. Report only the terminal three digits; for example, "1956" should be entered "956." If unknown, enter "Unk."

(7) *Scheduled to be Demolished:* If it has been firmly established that a building will be torn down some time prior to the end of 1979, estimate here the year demolition is likely to begin. Report only the terminal two digits. For example, "1975" should be reported as "75."

(8) *Condition:* "Condition" refers to the condition of the building only on the inventory date; not to the condition of its movable equipment and furniture. Enter the rating number from the descriptive statement below which best describes the condition *of the building.*

1. Satisfactory condition.
2. Needs major rehabilitation.
3. Should be razed, but the need for its space and the lack of funds to build a replacement force continuation of its use.

(9) *Percent Air-Conditioned:* Air conditioning is intended to include such systems as refrigeration cooling, evaporative cooling, and the like which have the effect of creating comfortable temperature in hot weather. Enter the number for the percentage below which represents the portion of the *gross* area that is air-conditioned.

1. None
2. 1-9 percent
3. 10-24 percent
4. 25-49 percent
5. 50-74 percent
6. 75-100 percent

(10) *Building Cost:* Report to the nearest thousand dollars* the plant fund investment for this building, and the cost of any additions and/or major renovations that may have been made, as it is carried on your records. If building cost is unknown make an estimate, mark with an asterisk, and place a note on the reverse of the form that the figure is estimated.

(11) *Estimated Replacement Value of Building:* The value of this building on the inventory date (including the value of connecting utilities and foundations) and its fixed equipment should be reported (to the nearest thousand dollars)* as the estimated replacement value. As a suggestion, this estimate may be arrived at by applying dollar

---

* For example, $532,615 is $533,000.

costs per gross square foot for similar current projects. Additionally, the Commission will provide a suggested guide which institutions may find helpful in achieving their estimates.

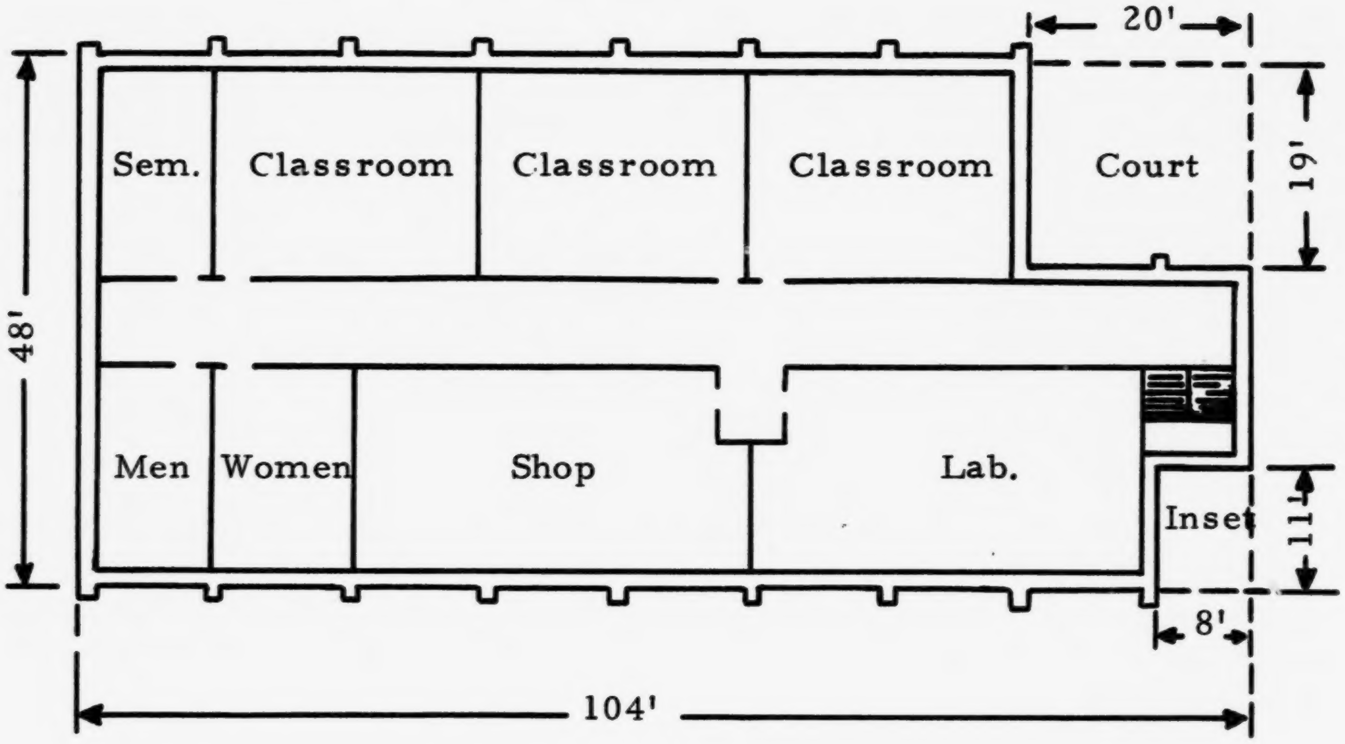
(12) *Fallout Shelter:* Enter the number for the descriptive statement below which best describes the status of this building in the National Shelter Survey as a shelter for protection from fallout of radioactive materials.

1. Building was NOT included in the National Shelter Survey.
2. Building WAS included in the National Shelter Survey, but was NOT licensed as a fallout shelter.
3. Building was LICENSED as a fallout shelter by the National Shelter Survey, but has NOT been stocked with supplies.
4. Building was LICENSED as a fallout shelter in the National Shelter Survey, and is STOCKED with supplies.

(Note: Per the State Civil Defense Agency, all buildings on which construction had been completed prior to October 1, 1967, state-wide, have been included in the National Shelter Survey.)

(13) *Gross Area:* Report the gross area of this building in square feet. The gross area of a building is here defined as the sum of the areas at each floor level included within the principal outside faces of *exterior* walls, neglecting architectural setbacks or projections. (For detailed definition and illustrations, see pp. 30 - 41.)

Illustration: Computing Gross Area



Gross Area = length x width ± insets or offsets (outside dimensions).
Therefore:

Gross Area = 48 x 104 - (20 x 19 + 8 x 11) = 4,524 sq. ft.

(14) and (15) SOURCES OF FUNDS (FINANCING) INFORMATION RELATED TO ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

(14) *Source Code Number:* Report appropriate code(s) from the list below for the source of funds used for financing the construction or acquisition of this building. Provision is made for reporting as many as three sources and related amounts. *Report only buildings initially occupied after June 30, 1964.*

CODES FOR SOURCE OF FUNDS BY CATEGORY (COL. 14)

Governmental Appropriations	Direct Tax Levy	Revenue Bonds	Other (Cont.)
01. State Government	08. State government	15. College Housing Loan Program (HHFA)	21. Investment of or borrowed from other college funds
02. Local Government	09. Local government		
FEDERAL GOVERNMENT GRANTS	GENERAL OBLIGATION BONDS	16. Other than from HHFA	
03. Title I HEFA, P.L. 88-204	10. State government	OTHER	22. Borrowed from private or commercial sources outside the institution
	11. State authority	17. Pledged student building fees	
04. Title II HEFA, P.L. 88-204	12. Local government		
	13. Institutional	18. Gifts and grants	
05. Public Health Service	14. Title III HEFA loans under P.L. 88-204	19. Current Funds	
06. National Science Foundation		20. Investment of or borrowed from endowment funds	23. Source unknown
07. Other (specify on reverse side of form—NASA, AEC, DOD, etc.)			24. Other (specify on reverse side of form)

(15) *Amount:* Report the amount received from each of the coded sources in column (14). The total for column (15) should coincide with the entry for item (10). If insufficient space exists on the form for these entries, place the additional data on an attached sheet of paper referencing it to the proper Building Number (listed in Column 1).

H. Layout for Key Punch of Building Characteristics Cards

Layout is shown on p. 13.

I. Instructions for Completing the Room-By-Room Facilities Inventory Format (Hard Copy) (See exhibit, p. 15)

1. Enter the information requested in the heading. In the space, *Building Number,* enter the same number as that appearing on the Building Characteristics form. Use no more than four characters (numbers and letters combined). Note from the exhibit that the last of the four spaces in this field is reserved for an "Alpha" (or letter suffix) and that leading zeros (LZ) are required. For example:

Building 5 is entered	0 0 5
Building 5A is entered	0 0 5 A
Building 134 is entered	1 3 4

2. If a building has more than twenty rooms, two or more sheets will be needed. Do not use one sheet for two or more buildings even if each building has only a few rooms. The data for the assignable rooms of a building should appear only on the sheet or sheets carrying that building's number.

3. Since coded entries will be punched on data processing cards, it is important that entries be recorded on the sheet exactly as indicated in the instructions.

4. The numbers in parentheses below refer to the column numbers on the sample form. The sample also acts as an exhibit to exemplify the following instructions:

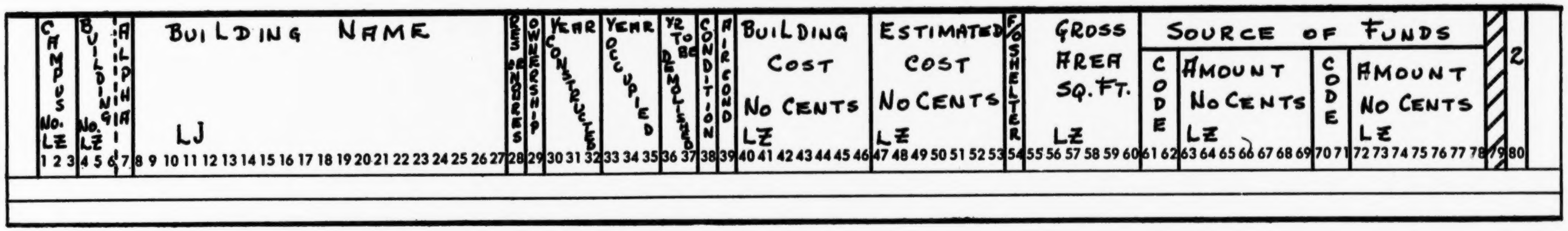
(1) *Room Number:* Enter the room as posted at the entry to the room. If the room is not numbered, supply a non-repetitive number on both the sheet and the floor plan being used to control the inventory process. If a teaching room has two or more doors, each with a number, it is advisable to determine which number is used for class assignment purposes since the same number must be used on the Instructional Space Utilization Survey (See Part III.) Note from the exhibit that the last of the six spaces in this field is reserved for an "Alpha" (or letter suffix). Although allowable, *use of the letter suffix is discouraged* unless required by the existing room numbering system. *Leading zeros (LZ) are required.* For example:

Room 6 is entered	0 0 0 0 6
Room 6A is entered	0 0 0 0 6 A
Room 2263B is entered	0 2 2 6 3 B

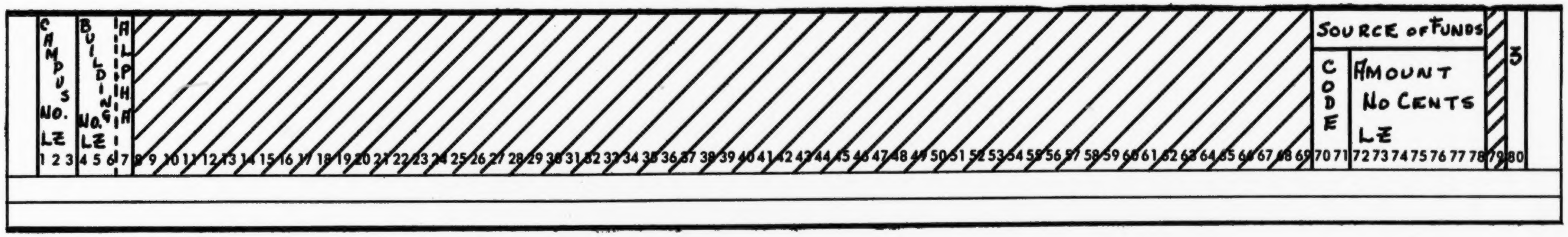
Every room must be identified by a number except in the case of dormitories which may be inventoried by the following procedure if desired. Dormitory space (Room Type Code 911) in a given building may be lumped, rather than recorded on a room-by-room basis, and assigned the room number, 'DORM'. Dormitory storage space is included under Room Type Code 911 and room number, 'DORM'. General storage space (Room Type Code 730) in a given dormitory may be lumped and assigned the room number, 'STOR'. Lounge space (Room Type Code 650) in a given dormitory may be lumped and assigned the room number, 'LOUN'. *Enter leading zeros* before these abbreviations (See exhibit).

CARD LAYOUT FOR KEY PUNCH OF BUILDING CHARACTERISTICS CARDS

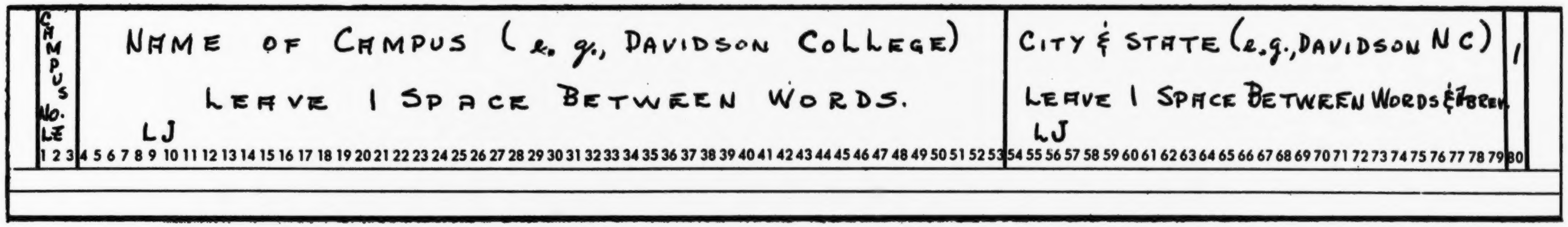
Building Characteristics (Card Layout 1)


CAMPUS No. LZ
BUILDING No. LZ
ALPHA
BUILDING NAME
LJ
RESOURCES
OWNERSHIP
YEAR CONSTRUCTED
YEAR OCCUPIED
YR TO BE DEMOLISHED
CONDITION
AIR COND
BUILDING COST
NO CENTS
LZ
ESTIMATED COST
NO CENTS
LZ
F/O SHELTER
GROSS AREA SQ. FT.
LZ
SOURCE OF FUNDS
CODE
AMOUNT
NO CENTS
LZ
CODE
AMOUNT
NO CENTS
LZ
2
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Building Characteristics (Card Layout 2)


CAMPUS No. LZ
BUILDING No. LZ
ALPHA
SOURCE OF FUNDS
CODE
AMOUNT
NO CENTS
LZ
3
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Campus Description (Card Layout 3)


CAMPUS No. LZ
NAME OF CAMPUS (e.g., DAVIDSON COLLEGE)
LEAVE 1 SPACE BETWEEN WORDS.
LJ
CITY & STATE (e.g., DAVIDSON NC)
LEAVE 1 SPACE BETWEEN WORDS & ABREV.
LJ
1
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Legend:

LZ–Leading zeros
LJ–Left justify
CL–Card layout

(2) *Name of (Organizational) Unit:* Enter the institution's own name of the department or administrative unit which occupies the room (e.g., Business Office, Dean of Students, Student Housing, French Department, Agricultural Research, etc.) Place the first three letters of the entry in the three spaces at the left. (Note: If the room represented on the entry line is not readily identifiable with a specific department or administrative unit, institutions may use such general organizational unit labels as "Academic Department" or "General Administration.")

(3) *Institution Code:* If the institution has its own organizational unit code for the department or administrative unit which occupies the room, enter that number in this space.

(4) *Unit Code:* Enter that one code number from the *Standard Classification of Organizational Units* in the Appendix which is most appropriate. Each line must have an entry in this column. Examples follow:

I&R is entered	I&R
GEN is entered	GEN
UNFIN is entered	UNFIN

(5) *Subject Field:* Enter the appropriate subject field code number from the *Standard Classification of Subject Fields* in the Appendix. An entry must appear in this column if the Organization Unit Code (Column 4) is "I&R," "ACT," "RES," or "PUB". There will be *no entry* in this column if the Organizational Unit Code is other than quoted above. (For further clarification of this entry, see Appendix C.) Examples follow:

199C is entered	199C
620ED	620ED

(6) *Type of Room (Name):* Enter the type of room name used by the institution for each room (e.g., faculty office, analytical laboratory, dining room). Place the first three letters of the entry in the three spaces at the left.

(7) *Type of Room Code:* Enter the appropriate type of room code from the *Standard Type of Room Classification* in the Appendix. When in doubt, review the definitions of type of rooms in order to make decisions, or make notes which will allow a decision to be made later. Note from the Appendix that all rooms are identified by "type" with a three-digit code or by a three-digit code plus a letter suffix. The "210" code with letter suffix (e.g., 210B) is for use only by *public colleges and universities, including community colleges and technical institutes.* Private institutions should use the "210" code without suffix to identify all class laboratories. Right justify all entries (i.e., leave no blank spaces to the right of the field). Examples follow:

110	110
210B (used with suffix by public insts.)	210B
210 (used without suffix by private insts.)	210

(8) *Stations:* Enter the number of stations (seats; work stations; carrels; and, in residential facilities, bed spaces per the *room's rated capacity*) in classrooms, laboratories of all types, study facilities, assembly facilities, and residential facilities only. *Enter leading zeros.* In the case of dormitories, the *rated dormitory capacity,* rather than a

ROOM BY ROOM FACILITIES INVENTORY

Institution ______________________ Campus ______________

Address ____

Building Name ______________________ Building No. ______________

Do Not Write in this Space

Line	Room No. (1)	Organizational Unit: Name of Unit (2)	Organizational Unit: Inst. Code (3)	Organizational Unit: Unit Code (4)	Subject Field Code (5)	Type of Room: Name (6)	Type of Room: Code (7)	Stations (8)	Net Area Assignable Sq. Ft. (9)	Research Per Cent (10)
1	000001	HEALTH & P.E.	1500	I&R	810P	CONFERENCE	350		000175	
2	000001A	HEALTH & P.E.	1500	I&R	810P	OFFICE	310		000168	
1	0DORM	AUXILIARY	5000	AUX		DORMITORY	911	00184	015441	
2	0LOUN	" "	5000	AUX		LOUNGE	650		001225	
3	0STOR	ADMINISTRATION	4000	GEN		GENERAL STORAGE	730		000572	
1	0A126	BUSINESS	1232	I&R	7158	LABORATORY	210G	00018	000466	
2	002368	HISTORY	2271	INACT		OFFICE	310		000120	
3	0B239A	ACADEMIC	3000	I&R	199C	CLASSROOM	110	00101	001223	
4	00223	MUSIC	1841	I&R	510F	MUSIC ROOM	230	00002	000245	
5	00006	MATHEMATICS	2501	I&R	310M	OFFICE	310		000242	025
1	00005A	NON-INSTITUTIONAL	8000	NON		DINING ROOM	630		001014	
2	00163	PHYSICS	2871	I&R	330P	LABORATORY	250	00001	000340	100
1	00001	EDUCATION	EDU	I&R	620ED	LABORATORY	210A	00035	000630	
2	00002	ADMINISTRATION	ADM	GEN		OFFICE	310		000223	

Date of Record ____________ Recorded by ____________ Sheet ______ of ______ Sheets for this Building

EXPLANATORY NOTES:

1. Hachured lines denote separation of examples applicable to different buildings; however, in accomplishing this form, *make entries for not more than one building on a single sheet.*
2. Right justify entries in Column (7), irrespective of common practice.

physical count of beds, should be recorded in each case as the applicable number of stations for that dormitory. (See exhibit for examples.)

(9) *Net Assignable Area:* For purposes of this inventory, only assignable rooms and spaces are to be reported. However, for the institution's own use, it may be desirable to have a complete inventory of both "assignable area" and "non-assignable area" in order to gain maximum utility from the inventory data.

For each room enter the net assignable square feet to the nearest whole number (computed 785 not 784.7). *Enter leading zeros.*

If the net assignable area is available for any or all rooms it may, of course, be transferred for such rooms to the Room-by-Room Facilities Inventory Sheet. If the net assignable square feet of any room is not available, it may be taken either from "as-built" plans, or by an actual measuring of the room in question.

Definition of "Net Assignable Area", basis for measurement, description, and limitations are given in Appendix C. Techniques for measuring rooms are enumerated in paragraph 7, below.

(10) *Research:* Give to the nearest whole number your best estimate of the percent to which each room is used for research. *Enter leading zeros.* Define research as

> *Any activity the primary objective of which is the discovery or application of knowledge, including the research activities engaged in by students as a part of their graduate training.*

Examples of the types of rooms often wholly allocated to research are non-class laboratories, offices assigned to research personnel, and relatel service facilities. Many rooms are only partly allocated to research as so defined.

Institutions with large scale and complex research programs may desire to report their estimates of square footage devoted to research by some procedure other than the foregoing. In such instance, the institution's inventory coordinator should contact the Inventory Project Supervisor, Higher Education Facilities Commission.

5. Fill in the blanks at the bottom of the sheet.

a. *Date of Record:* Enter here the date when the entries were completed on each sheet.

b. *Recorded By:* Enter here the name of the person recording the data.

c. *Sheet of Sheets:* Fill in as indicated.

6. *Room Measuring Techniques:* To secure dimensions from drawings or by actual room measurements, it is suggested that the procedure outlined below be followed:

a. First determine how much of the room measuring can be completed by using existing floor plans and blue prints. Only those drawings or sections of drawings should be used which are known to reflect actual conditions accurately.

b. Then prepare a scaled, single line, simply prepared, floor plan for all floors for all buildings for which a reliable floor plan or blue print does not already exist. (Note: For technique to use in measuring residential facilities space, see footnote, p. 80.)

c. From the Building Characteristics forms prepared as the first part of the inventory program, take the number and name of every building—Items (1) and (2)—and place them on the corresponding building and floor plans. Take special note of the directions which apply to buildings with additions.

d. Assemble the following items:

1 set of floor plans for every building to be inventoried
Room-by-Room Facilities Inventory Sheets
Instructions
Pencils
50-100′ steel measuring tape

e. Enter the name and address of the institution and its campus on all Room-by-Room Facilities Inventory Sheets that are to be used for the inventory.

f. Assemble a stack of Room-by-Room Facilities Inventory Sheets for each building to be inventoried and enter the name of the building and its number on each sheet to be used for that building.

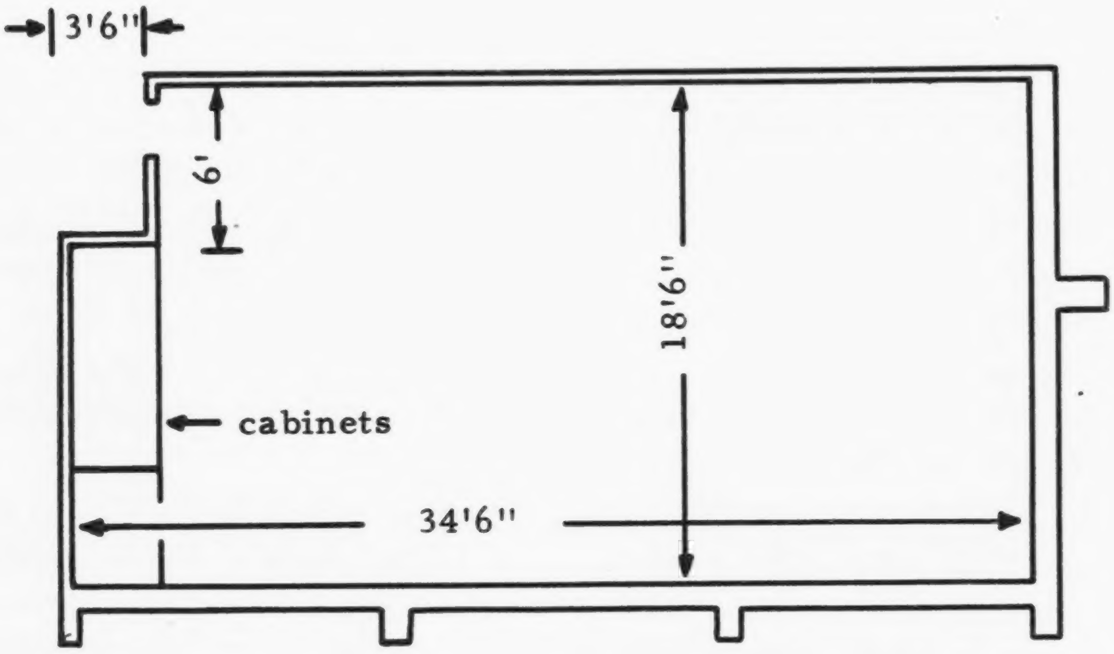
g. The sheets in each stack should then be marked with room numbers of all of the assignable rooms therein, being careful to keep the sheets in numerical order, floor by by floor, building by building.

h. Use reliably scaled and dimensioned floor plans and blue prints to the extent they are available. (See Appendix A for *Basis of Measurement.*) The information requested for each assignable room should be entered in the appropriate place on each sheet insofar as such information is available from the plans or from the accurate knowledge of the recording team.

i. A survey of the site should then be made of all assignable rooms in each building for which measurement data could not be secured from the plans. (A suggested method for measuring on-site is shown in the sketch on p. 18). Two persons with the items listed in #d above should go floor by floor, from the bottom to the top of each building to be inventoried, to secure data on all rooms for which the data were unobtainable from existing floor plans.

j. These two persons should identify each building and analyze it sequentially room by room. The findings should be concurrently entered on both the floor plans and the Room-by-Room Facilities Inventory Sheet. Rooms should be measured and recorded in numerical sequence. One person can hold the free end of the tape against one baseboard, while the second person can read the measurement off the tape while holding the coiled end of the tape against the opposite baseboard. The person with the clipboard records the length and the width both on the floor plans and on the reverse side of the Room-by-Room Facilities Inventory Sheet as soon as they are read out by his team mate. Net assignable square feet can later be calculated and entered in Column (9) of the sheet. (Note: For technique to use in measuring residential facilities space, see footnote, p. 80.)

k. Example of measuring individual rooms:



Net Assignable Area = length x width ± insets or offsets
(inside dimensions)

Net Assignable Area = (34' 6" x 18' 6") - (6' 0" x 3' 6") = 617 s.f.

l. When the inventory is finished the institution will have a complete set of floor plans dimensioned and numbered with the same data as appear on the inventory sheets.

m. Alcoves, major offsets, irregularly shaped rooms, etc. often complicate the measuring process. In such cases it may prove helpful to draw a free-hand sketch with necessary measurements on the back of the sheet so that the area can be verified or calculated at a later time.

J. Criteria for Classifying, Defining, and Measuring Building Areas[2]

Definitions and illustrations are contained in Appendix A.

K. Layout for Key Punch of Room Inventory Card

Card layout is shown on p. 19.

---

[2] *Ibid.*, pp 17-29. Definitions are based on *Classification of Building Areas,* (1964), Publication 1235, National Academy of Sciences, National Research Council.

LAYOUT FOR KEY PUNCH OF ROOM INVENTORY CARD

I.D. NUMBER					ORGANIZATIONAL UNIT			SUBJECT	TYPE OF ROOM		STATIONS	NET AREA ASSIGN. SQ. FT.	RESCH PER CENT		
CAMPUS No.	BUILDING No.	ALPHA	ROOM No.	ALPHA	NAME OF UNIT	INST. CODE	UNIT CODE	FIELD CODE	NAME	CODE				▨	4
LZ	LZ	A	LZ	A	LJ	RJ	RJ	RJ	LJ	RJ	LZ	LZ	LZ	▨	
1 2 3	4 5 6	7	8 9 10 11 12	13	14 15 16	17 18 19 20 21	22 23 24 25 26	27 28 29 30 31	32 33 34	35 36 37 38	39 40 41 42 43	44 45 46 47 48 49	50 51 52	53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79	80

Legend:
LZ–Leading zeros
RJ–Right justify
LJ–Left justify
Alpha–letter suffix

Note:
Right justify entries in card columns 35-38 irrespective of common practice.

Part III. Utilization of Instructional Space

A. Scope

This survey is designed to obtain data from which to produce a meaningful analysis of instructional space use on a campus-by-campus basis at institutions of higher education in North Carolina.

B. Purpose

1. It is intended that information gathered by this survey and summaries produced by analysis of this information will form a sound basis for institutions involved and agencies concerned to make effective examination of current instructional space utilization practices. Integration of data from this survey with information obtained from the facilities inventory should provide improved bases for estimating future space needs state-wide.

2. Based upon results of the study and recommendations of participants and using agencies, survey procedures will be refined and requirements for use data redefined to improve the effectiveness of future surveys of this type.

C. Data Collection and Forwarding

1. Institutions, *except community colleges and technical institutes,* are asked to provide their space use data on the Instructional Space Utilization form, p. **23**, by a deck of punched cards, according to instructions which follow.

Community Colleges and technical institutes should report utilization data to the Department of Community Colleges on Form 33B-DCC. For each room reported on Form 33B-DCC, be sure to use room and building numbers identical to corresponding numbers on the inventory forms.

2. Forms are being provided to each institution. Additional forms may be obtained from the Higher Education Facilities Inventory Project, State Commission on Higher Education Facilities, (919)829-3266. Prepare forms or cards in duplicate, retain one copy or set, and forward one copy or set to the Higher Education Facilities Inventory Project (See address, p. 3.) Be sure the completed forms or cards are securely bundled and clearly labeled on a campus-by-campus basis.

D. Key Punched Cards

1. For those institutions with card punch capability, we request these same data by key-punched cards. Use the card layout indicated on p. **28**.

2. Note that there are no card columns specified for the instructor's name since the system is keyed to the instructor's number. We recommend that the instructor's number be his social security number.

3. Where institutions have the capability, cards should be interpreted.

4. It will not be necessary for institutions submitting their data on punched cards to forward the long-hand form.

E. Room Utilization Data

1. This survey measures room use for only administratively scheduled courses of instruction which are offered for college credit or which are non-credit courses offered as a part of degree requirements. These courses only will be entered on the utilization form. Extension courses and short courses such as refreshers which are offered as a service to the community will not be included.

2. It is important that requested information reflect room utilization after the "drop and add" period for the fall semester or quarter, 1969. Entries must show the actual place a particular class is held rather than the place it might have been originally scheduled, if different.

F. Instructions for Completing the Instructional Space Utilization Form (Exhibit, p. 23)

1. Note that the Instructional Space Utilization form is oriented around the teaching schedule of the individual instructor. Selection of this method of gathering room-use data is based on survey indications that most North Carolina institutions favor this system over others available. It appears likely that existing institutional (departmental) records contain the same information requested by the form, in much the same format.

2. Institutions should record all indoor teaching areas used and all instruction (as described below) accomplished therein.

3. Experience indicates a high incidence of error in this type report. It is therefore recommended that all entries be verified at both departmental and institutional level.

4. Type or print in the blanks provided the information requested in the heading.

5. Be sure that every entry is legible and confined within the space provided.

6. Make a separate line entry for each segment of each instructor's classroom activity. That is, in the case of each instructor, make a separate line entry for each section of each course he teaches. Separate entries are needed for laboratories associated with recitations and lectures, for classes taught by different instructors, for sessions which meet in different rooms, and for sessions which meet at different hours. Where a class is taught at times by one instructor and at others by a different instructor, the institution should select the name and number of a single instructor for the entries in Columns (1) and (2) in order to avoid duplication in succeeding columns. All periods of indoor instruction should be entered irrespective of the type of room in which conducted. Instrution which occurs out-of-doors should normally not be included. If, however, these classes periodically meet indoors, and if space for the period of instruction is reserved for indoor meetings, then these classes (whether indoor or outdoor) should be recorded as occuring in the reserved space.

7. Such activities as individual study, practice, and experimentation should not be included.

8. Do not record "to be arranged" for either time or place. Where formal schedules for instruction are not maintained (i.e., for such courses as music, art, honors, research, and theses) or where class schedules are arranged informally and/or periodically, it will be necessary to determine and record the *normal* class location and *average* days and hours scheduled and students attending. For such recordings, the following elements

INSTRUCTIONAL SPACE UTILIZATION

Sheet # 1 of 12 Sheets

Institution John Doe College

As-of-Fall Semester or Quarter, 1969

Campus Downtown

(1) Instructor Name	(2) Instr. No.	(3) Dept. No.	ALPHA	(4) Course No.	ALPHA	(5) Sect. No.	(6) Lect Lab	(7) Days M	T	W	T	F	S	(8) Begin Hr.	(9) Ending Hr.	(10) Bldg. No.	ALPHA	(11) Room No.	ALPHA	(12) No. of Students	(13) Seq. No.
JONES, P. E.	289376810	1901		0102		001	1	X		X				0900	0950	023		00136		0025	0001
" "	" " "	"		" "		001	2					X		1300	1350	023		00138		0025	0002
MORRIS, H. A.	135679420	2871		0106		001	1	X		X		X		0830	0920	007		00227		0030	0003
" "	" " "	"		0106	L	002	2				X			1400	1650	007		00231		0015	0004
" "	" " "	"		" "		003	2				X			1830	2120	007		00231		0015	0005
PHILLIPS, K. V.	117362518	2851		0210		005	1		X		X			0750	0840	A10		00030		0100	0006
" "	" " "	"		0411		007	2				X			1300	1550	026		00047		0030	0007
SAUNDERS, B. H.	426897398	2281		0204		006	1		X		X			0820	0910	010		00016		0090	0008
" "	" " "	"		" "		005	1			X		X		0820	0910	010		00023		0086	0009
" "	" " "	"		" "		005	1				X			1400	1450	025	B	00032	A	0086	0010
SMITH, R. B.	260601907	0012	A	0112		0A	2		X					1300	1350	006		00021		0005	0015
BROWN, J. B.	18	HIST		0121		0A	1	X		X		X		0900	0950	013		00021		0040	0100

Prepared by: John Doe, Registrar

Date November 15, 1968

are essential: a) The requirement for the presence of an instructor or instructor-monitor and b) The requirement for the presence of the student for course credit purposes, even though the time of his attendance is optional.

9. In the case of closed circuit TV instruction where each receiving classroom has an instructor-monitor, entries should reflect room use by the instructor-monitor-controlled rooms only so that the number of attending students is not listed twice. (This situation should be reported by an explanation attached to the record.)

10. The following exemplifies how such an irregularly scheduled class as music may be entered. Note the sample entry on the form, p. 23, for Instructor R. B. Smith. Although Smith's actual instruction is to 5 music students, each on different days of the week, and each at a different hour, he has elected to make a single line entry to reflect his weekly average for Room 21, Building 6. (Thus, each of the five students in Instructor Smith's classes receives an average of one hour of music per week in Room 21). This entry will properly reflect room hours of instruction, use of room space by type, student contact hours, and other such data which are being analyzed in this study. Where such instruction occurs in different rooms, there must be an entry for each room.

11. It is suggested that at large colleges and universities the data be recorded on the form at departmental level and verified at a higher level. In small institutions, the dean of instruction may be the most appropriate recording office.

12. The numbers in parentheses below refer to the item and column numbers on the Instructional Space Utilization form. Entries appearing on the form are for purposes of illustration.

(1) *Instructor Name:* Suggest this entry show last name first and then initials. Where the entry needs to be repeated on subsequent lines, ditto marks may be used.

(2) *Instructor Number:* Institutions may wish to use a system which will separately identify instructors, graduate student instructors, and undergraduate assistants who have been assigned teaching duties. We recommend, however, that the instructor's number be his social security number. *There must be an entry in this column.* Except for instructor numbers with only one or two digits, ditto marks may be used for repeats.

(3) *Department Number (or name):* This is the institution's own department number or code. Institutions may find it desirable to make it the same as the "Organizational Unit Code" reported in the facilities inventory. This is feasible only if in the facilities inventory (Column 3) the institution's "Departmental Code" was used as its Organizational Unit Code for classrooms, laboratories, and other rooms where teaching is conducted. Note from the exhibit that this entry is limited to five spaces and that the last of the spaces is reserved for an "Alpha" (or letter suffix). *Enter leading zeros.*

Examples of entries follow:

Dept. No. 5 is entered	0 0 0 5
Dept. No. 15 is entered	0 0 1 5
Dept. No. 1306 is entered	1 3 0 6
Dept. No. 130A is entered	0 1 3 0 A
Dept. Name "History" is entered	H I S T

Except for one or two-digit department numbers, ditto marks may be used for repeats. *There must be an entry in this column.*

(4) *Course Number (or name):* There are six spaces in this field. The last space is reserved for an "Alpha" (or letter suffix). Except for one or two-digit course numbers, ditto marks may be used for repeats. The need to repeat an entry in this column involves consideration of other item entries on the particular line. For example, each separate Section Number line entry will require a corresponding entry (or ditto marks) in this column. *Enter leading zeros.* Examples follow.

Course No. 22 is entered	0 0 0 2 2
Course No. 22A is entered	0 0 0 2 2 A
Course No. A22 is entered	0 0 A 2 2
Course No. 102 is entered	0 0 1 0 2
Course Name "History" is entered	0 H I S T

There must be an entry in this column.

(5) *Section Number (or letter):* Use an entry which will identify each section being recorded. Record each section of each course taught by each instructor. One or more line entries may be required in the case of each section. A minimum of two line entries are normally needed for a course which includes a laboratory. The need to repeat an entry involves consideration of other item entries on a particular line (See sample entries on the form). *There must be an entry in this column. Enter leading zeros.*

(6) *Lecture or Laboratory:* For the period(s) of instruction represented on this line, enter one of the following numerical codes:

1. For recitation and/or lecture session(s)
2. For laboratory session(s)

(7) *Days:* Enter an "X" in the appropriate columns to indicate the days of the week on which a section meets.

(8) *Beginning Hour:* Enter the time the class begins. Use the 24-hour clock (or military) system of hours: i.e., if the class begins at 9:30 a.m., enter 0930 in the four spaces provided; if the class begins at 2:30 p.m., enter 1430.

(9) *Ending Hour:* Enter the time the class ends using the 24-hour clock system.

(10) *Building Number:* For the building in which the class is held, enter the building number in four characters or less. *Be sure that this number is the same as the number used for the building in the facilities inventory.* If different sections of a class meet in two different buildings, two line entries are required to record this fact. There are four spaces in this field. The last space is reserved for an "Alpha". *Use leading zeros.* Sample entries are shown in the exhibit.

(11) *Room Number:* For the room in which the class is held, enter the room number in six characters or less. *Be sure that this number is the same as the number used for the room in the facilities inventory.* If different sections of a class meet in different rooms, a separate line entry is required for each room. There are six spaces in this field. The last space is reserved for an "Alpha", *Use leading zeros.* (See exhibit for sample entries.)

(12) *Number of Students:* Enter the number of students enrolled in the session(s) represented on the entry line (i.e., if 25 students are enrolled for the Monday,

Wednesday, and Friday sessions in the room shown and at the hour indicated, then 25 is the appropriate entry—not 75; if there is a different number of enrolled students for different periods in one line entry, use the average). *Use leading zeros.*

(13) *Sequence Number:* For use in control of the data processing card deck, enter a numeric sequence number on each line. Begin with 0001 (See exhibit).

G. Validation

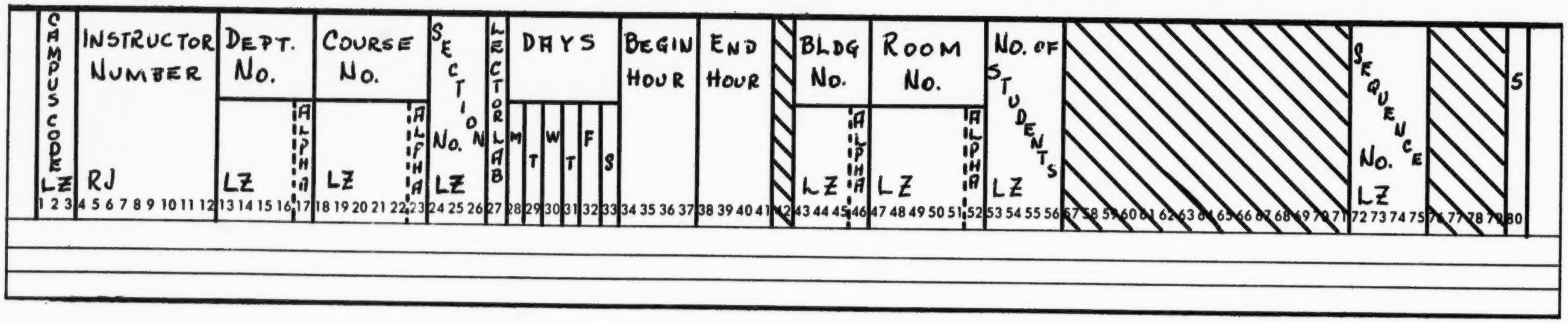
In the interest of accurate and complete reporting, it is requested that institutions make validation checks of all entries, whether on raw data sheets or punched cards, before forwarding data.

H. Card Format for Instructional Space Utilization

Card Columns	*Items on the Space Utilization Form*
1-3	Institution or Campus code (same as 1968-69 Facilities Inventory). Punch leading zeros.
—	(1) Instructor's name.
4-12	(2) Instructor's number—Right justify.
13-17	(3) Department number—Leave cc-17 blank unless required for alpha character suffix; e.g., 1831A. Punch leading zeros.
18-23	(4) Course number—Leave cc-23 blank unless required for alpha character suffix; e.g., 31226B. Punch leading zeros.
24-26	(5) Section number. Punch leading zeros.
27	(6) Lecture or Lab—For lecture, punch 1; for lab, punch 2.
28-33	(7) Days—Punch alpha "X" for actual meeting days; leave others blank.
34-37	(8) Begin hour—Military time (see manual).
38-41	(9) End hour—Military time (see manual).
42	Leave cc-42 blank.

Card Columns	*Items on the Space Utilization Form*
43-46	(10) Building number—Leave cc-46 blank unless required for alpha character suffix; e.g., Bldg. 002A. Punch leading zeros.
47-52	(11) Room number—Leave cc-52 blank unless required for alpha character suffix; e.g., 00202B. Punch leading zeros.
53-56	(12) Number of students. Punch leading zeros.
57-71	Blank.
72-75	Use for numeric sequence control of deck starting with 0001.
76-79	Blank
80	Enter a "5" in cc-80 to indicate that this is the Instructional Space Utilization Card.

LAYOUT FOR KEY PUNCH OF INSTRUCTIONAL SPACE UTILIZATION CARDS



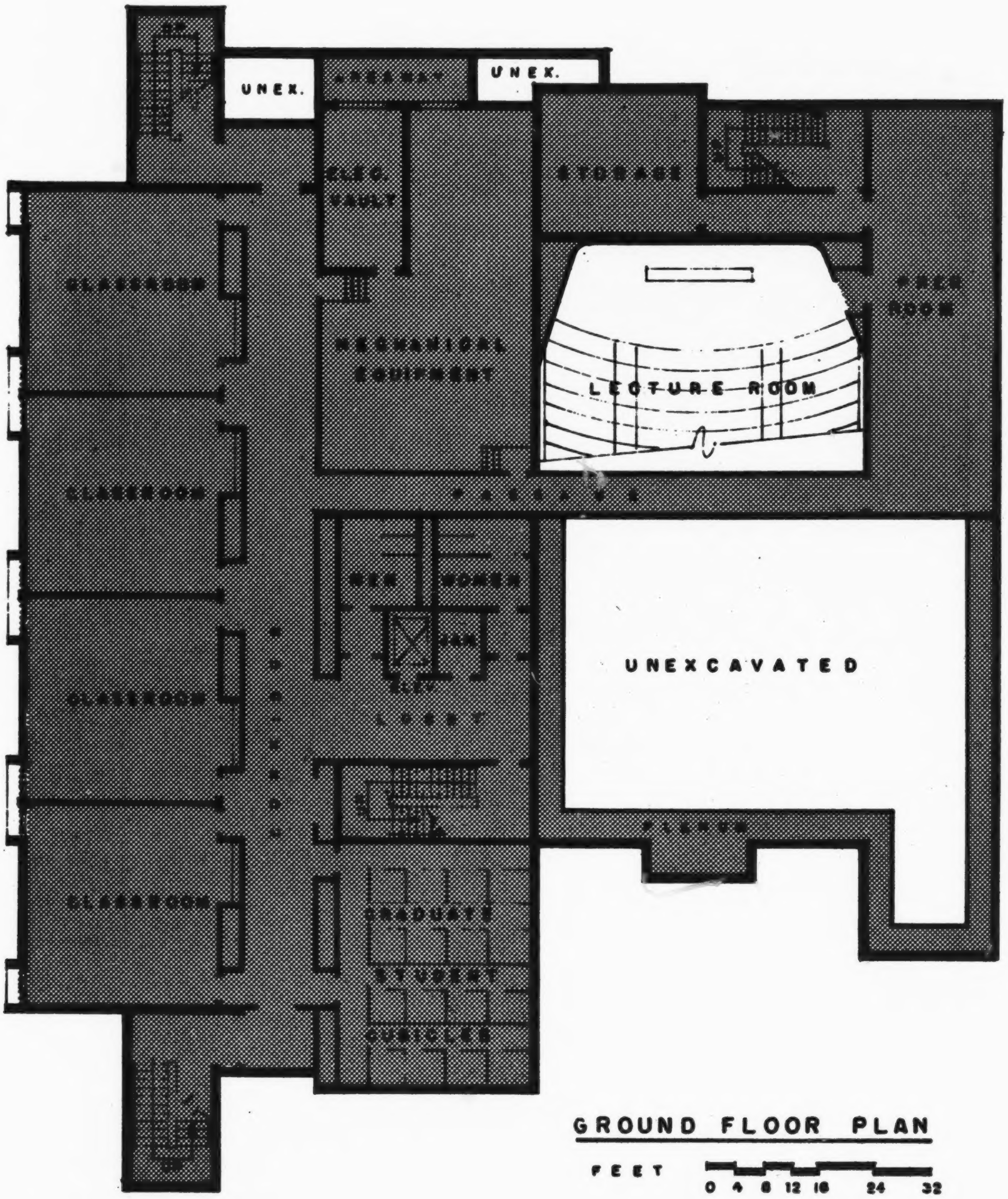
CAMPUS CODE
LZ
INSTRUCTOR NUMBER
RJ
DEPT. No.
LZ
ALPHA
COURSE No.
LZ
ALFHA
SECTION No.
LZ
LECTOR LAB
DAYS
M
T
W
T
F
S
BEGIN HOUR
END HOUR
BLDG No.
LZ
ALPHA
ROOM No.
LZ
ALPHA
No. OF STUDENTS
LZ
SEQUENCE No.
LZ
S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Legend:
LZ—Leading zeros
RJ—Right justify
Alpha—Letter suffix

Appendix A

Floor Plan Exhibits

Criteria for Classifying, Defining, and Measuring Building Areas


UP
UNEX.
AREAWAY
UNEX.
ELEC. VAULT
STORAGE
CLASSROOM
MECHANICAL EQUIPMENT
PREP ROOM
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN
ELEV
CORRIDOR
UNEXCAVATED
CLASSROOM
LOBBY
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
DN
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

1. Gross Area
   a. Definition

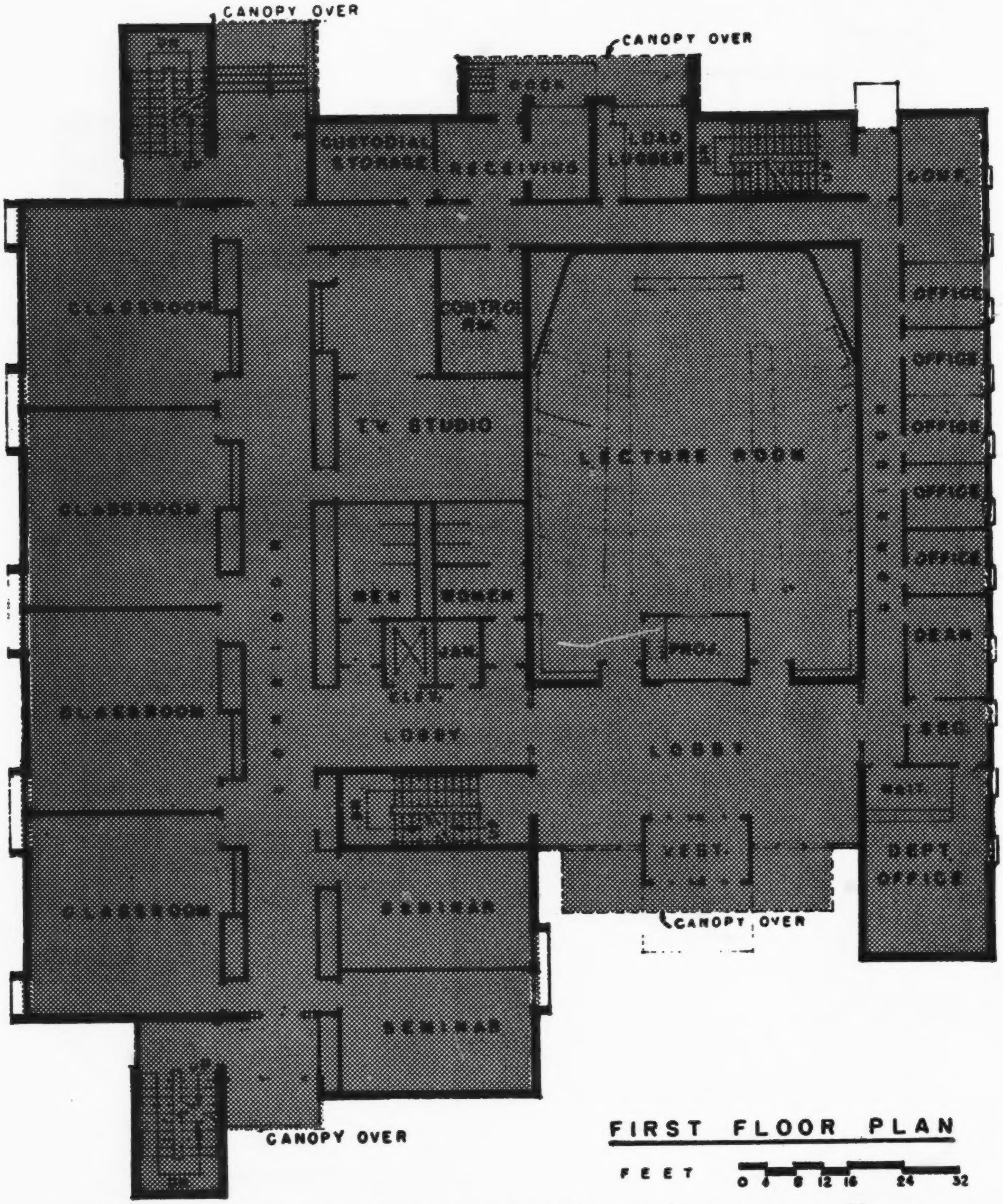
      "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement

      Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

   c. Description

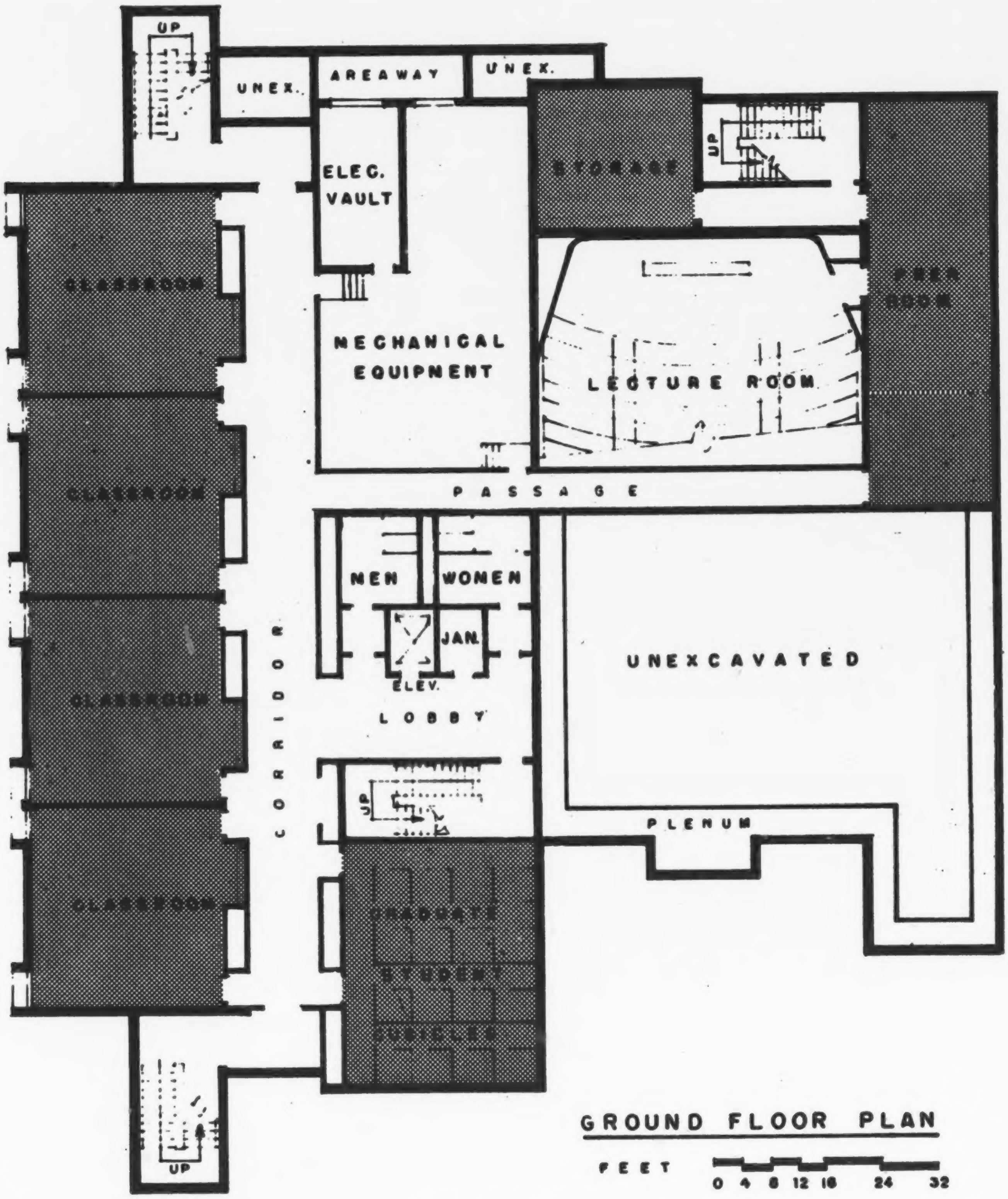
      In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages,


CANOPY OVER
CANOPY OVER
BOOK
CUSTODIAL STORAGE
RECEIVING
LOAD LOCKER
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
LECTURE ROOM
OFFICE
CLASSROOM
OFFICE
OFFICE
MEN
WOMEN
JAN
ELEV.
PROJ.
DEAN
CLASSROOM
LOBBY
LOBBY
SEC
WAIT
VEST.
DEPT OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
CANOPY OVER
FIRST FLOOR PLAN
FEET
0 4 8 12 16 24 32

enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.


UP
UNEX.
AREAWAY
UNEX.
ELEC. VAULT
STORAGE
UP
CLASSROOM
MECHANICAL EQUIPMENT
PREP ROOM
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN.
ELEV.
CORRIDOR
CLASSROOM
UNEXCAVATED
LOBBY
UP
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

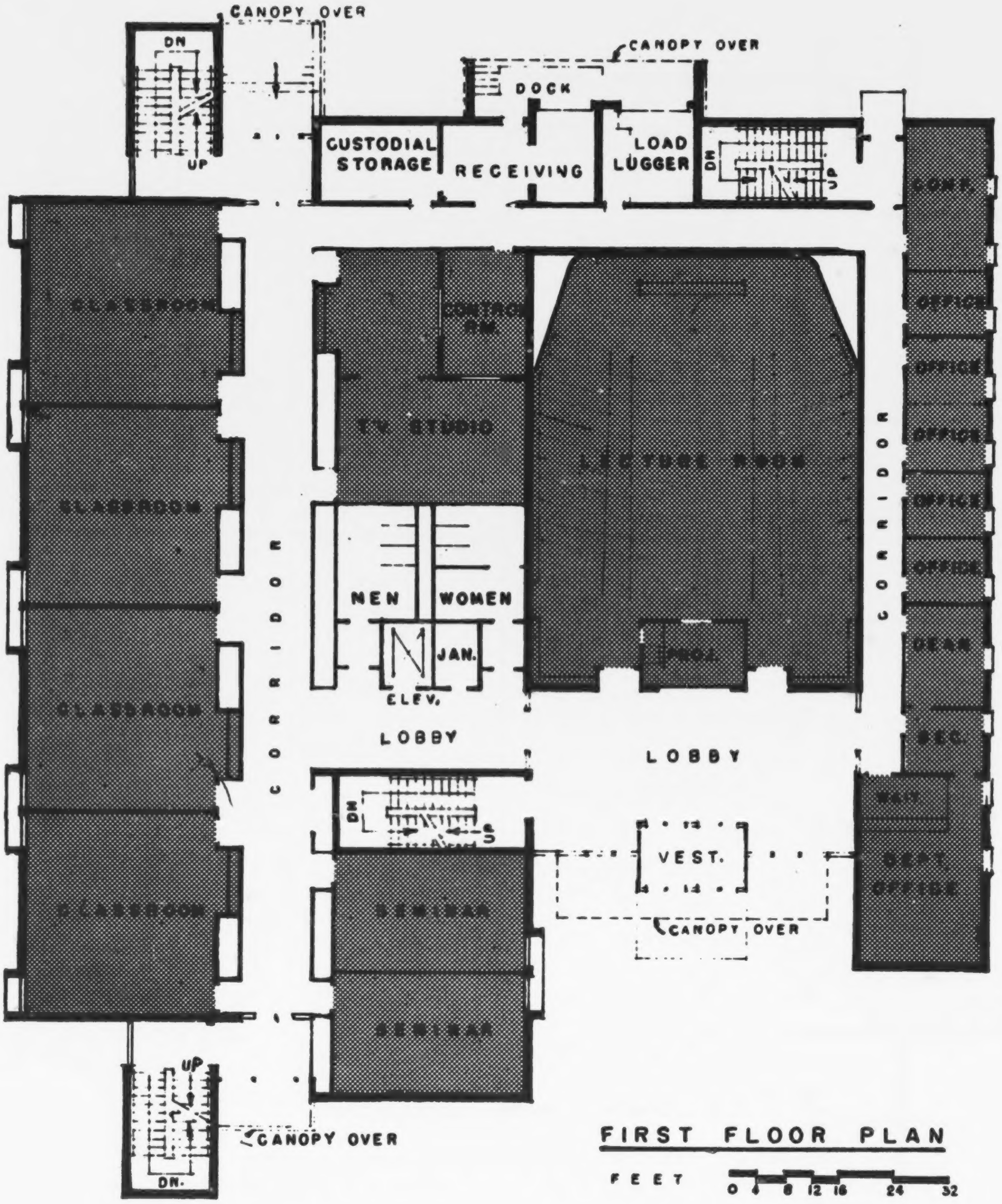
GROUND FLOOR PLAN

2. Net Assignable Area
   a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.


CANOPY OVER
DN
UP
CANOPY OVER
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
DW
UP
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
TV STUDIO
LECTURE ROOM
OFFICE
OFFICE
CLASSROOM
OFFICE
CORRIDOR
MEN
WOMEN
CORRIDOR
JAN.
PROJ.
GEAR
CLASSROOM
ELEV.
LOBBY
LOBBY
SEC.
DW
UP
WAIT
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
UP
DN.
CANOPY OVER
FEET
0 4 8 12 16 24 32

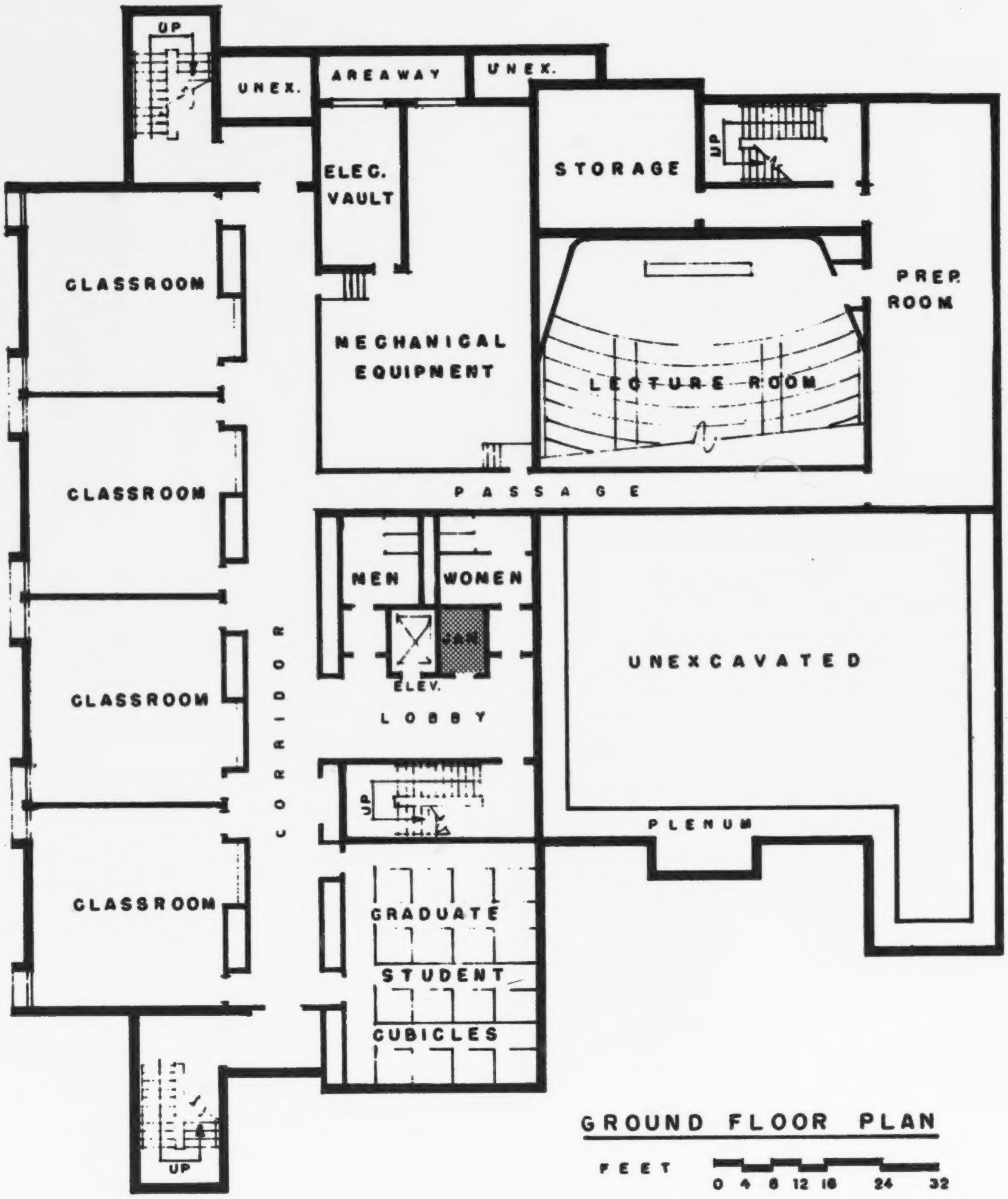
FIRST FLOOR PLAN

c. **Description**

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. **Limitations**

Deductions should not be made for columns and projections necessary to the building.


UP
UNEX.
AREAWAY
UNEX.
ELEC. VAULT
STORAGE
UP
PREP. ROOM
CLASSROOM
MECHANICAL EQUIPMENT
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
CORRIDOR
ELEV.
LOBBY
UNEXCAVATED
CLASSROOM
UP
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

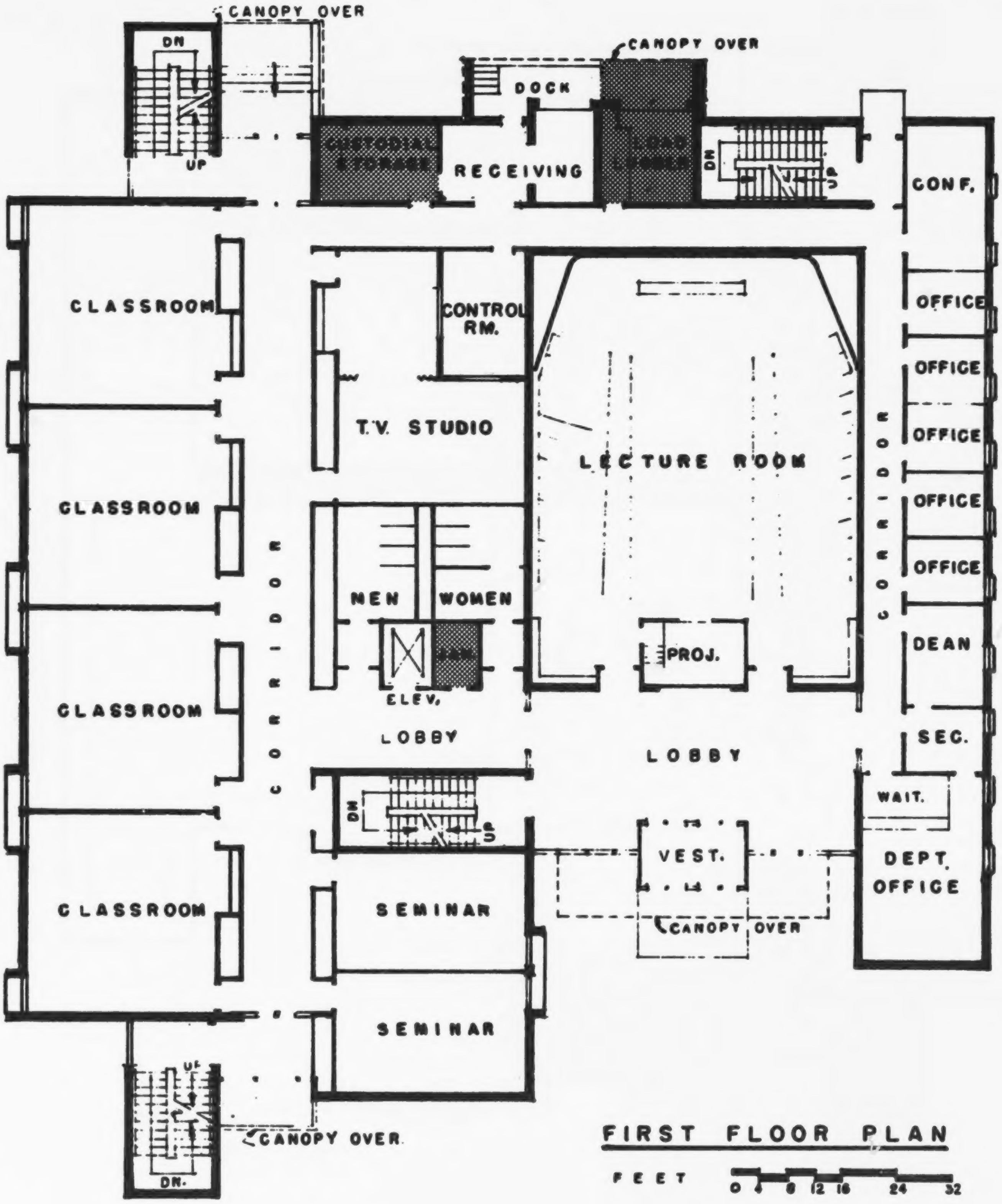
GROUND FLOOR PLAN

3. Custodial Area
   a. Definition

"Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

b. Basis for Measurement

These areas should be measured from the inside surfaces of enclosing walls.


CANOPY OVER
DN
UP
CANOPY OVER
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LOCKER
DN
UP
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
OFFICE
LECTURE ROOM
CORRIDOR
CLASSROOM
OFFICE
OFFICE
CORRIDOR
MEN
WOMEN
DEAN
JAN.
PROJ.
ELEV.
CLASSROOM
LOBBY
LOBBY
SEC.
WAIT.
DN
UP
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
UP
CANOPY OVER
DN.
FEET
0 4 8 12 16 24 32

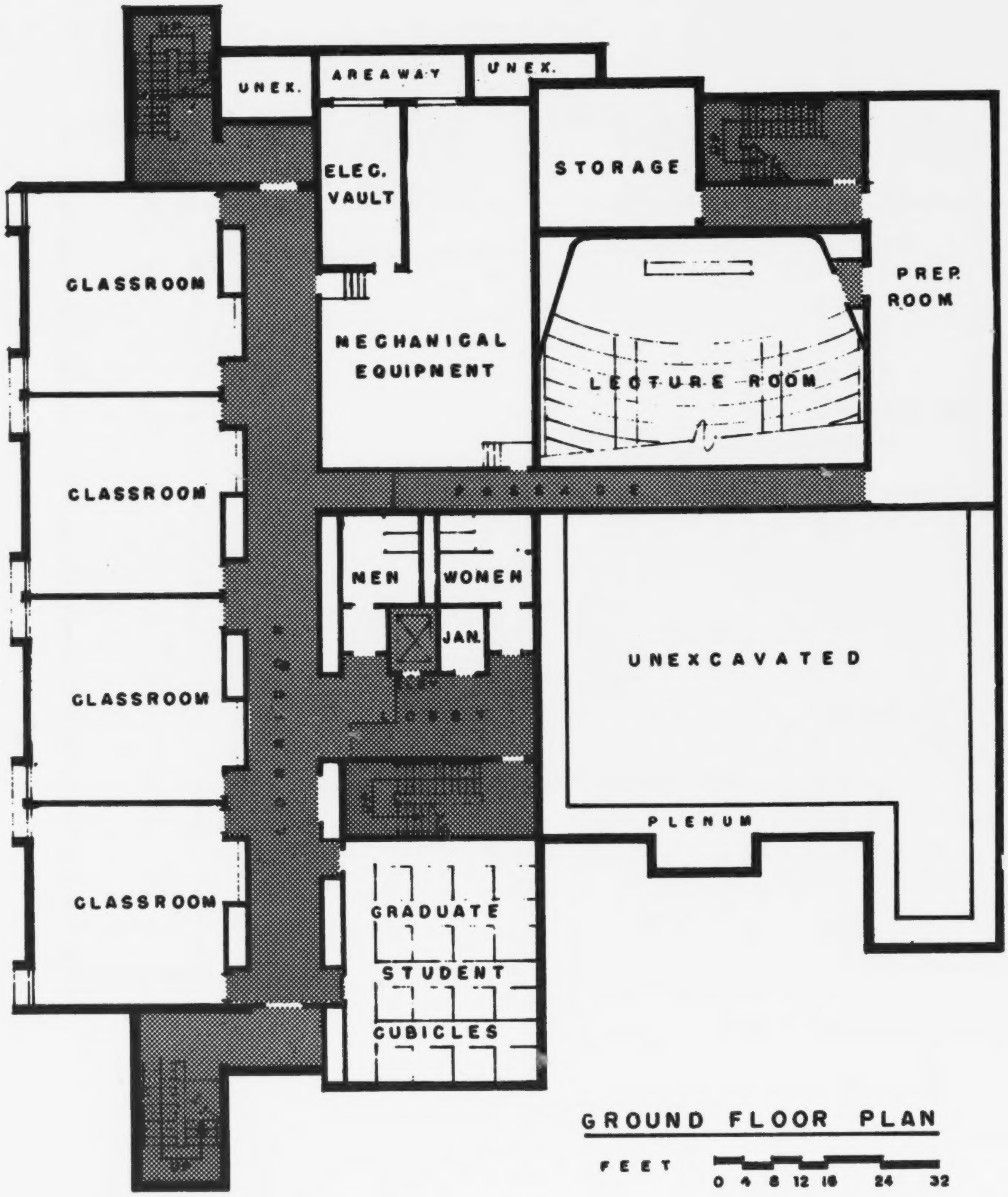
FIRST FLOOR PLAN

c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.


UNEX.
AREAWAY
UNEX.
UP
ELEC. VAULT
STORAGE
CLASSROOM
MECHANICAL EQUIPMENT
PREP. ROOM
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN.
UNEXCAVATED
CLASSROOM
CORRIDOR
LOBBY
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

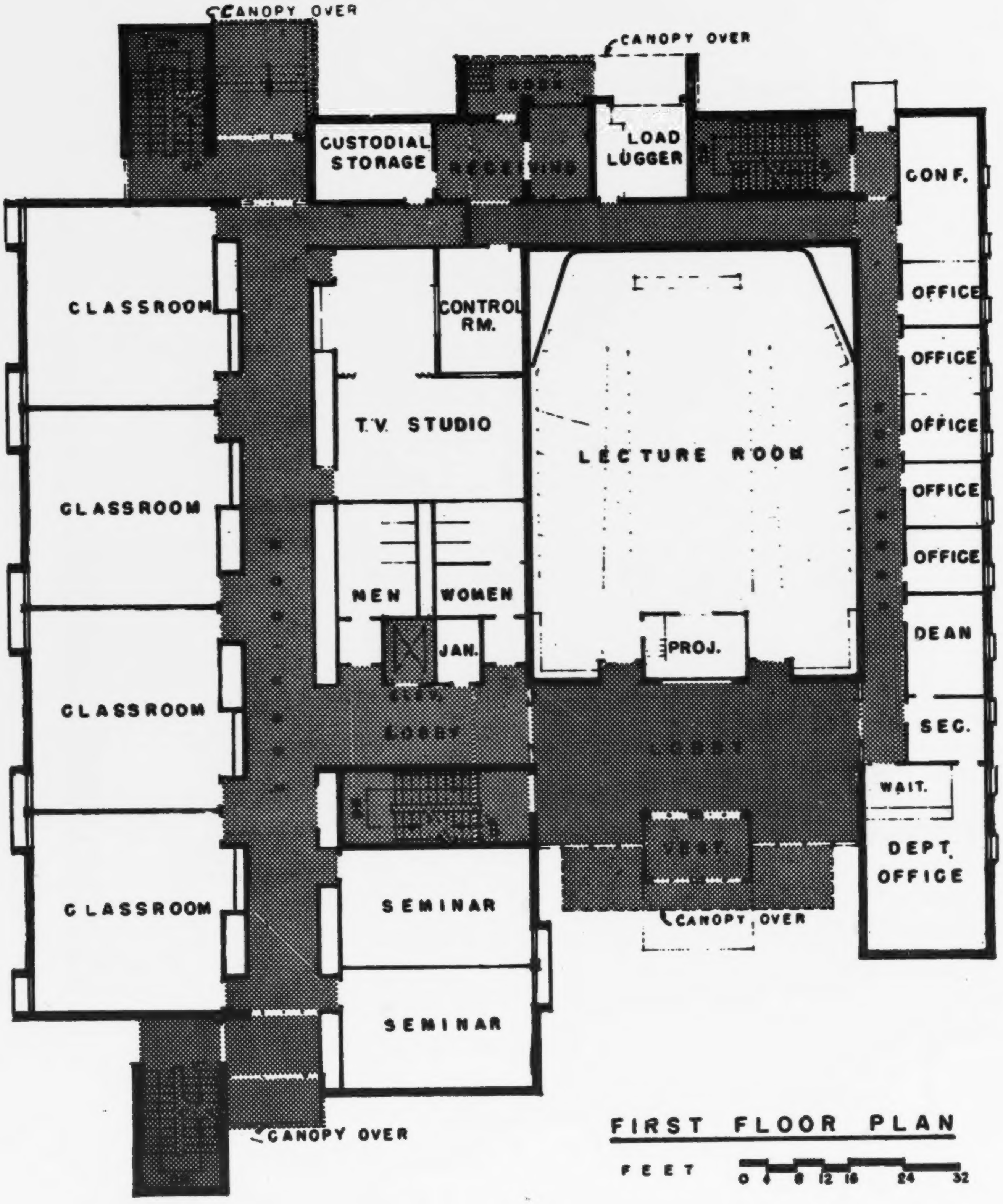
4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.


CANOPY OVER
CANOPY OVER
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
CONF.
CLASSROOM
CONTROL RM.
T.V. STUDIO
LECTURE ROOM
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
CLASSROOM
MEN
WOMEN
JAN.
PROJ.
DEAN
CLASSROOM
ELEV.
LOBBY
LOBBY
SEC.
WAIT.
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
CANOPY OVER
FEET
0 4 8 12 16 24 32

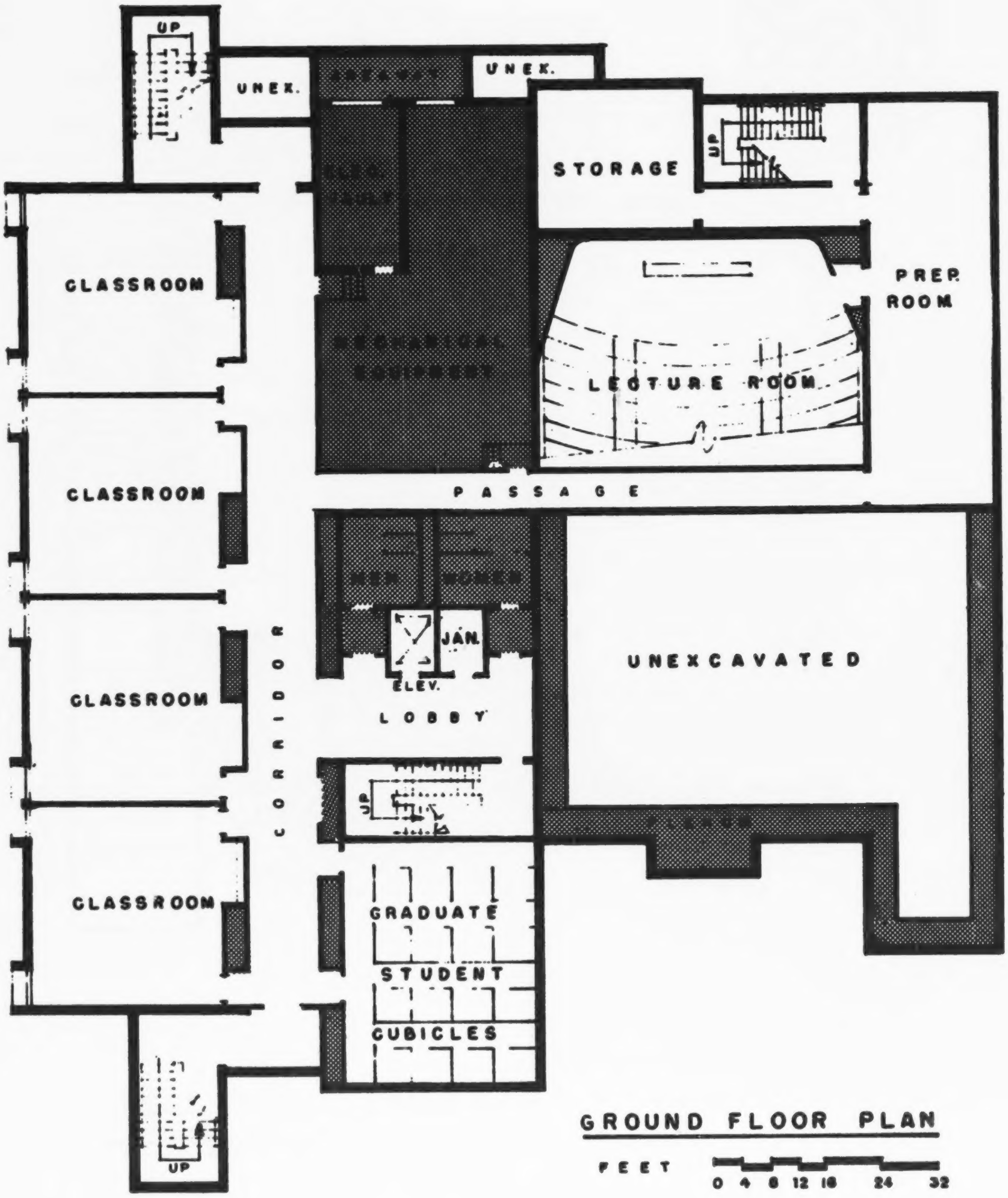
FIRST FLOOR PLAN

c. Description

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.


UP
UNEX.
AREAWAY
UNEX.
STORAGE
UP
ELEC. VAULT
CLASSROOM
PREP. ROOM
MECHANICAL EQUIPMENT
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN.
ELEV.
CORRIDOR
UNEXCAVATED
CLASSROOM
LOBBY
UP
CLASSROOM
GRADUATE
STUDENT
CUBICLES
UP
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

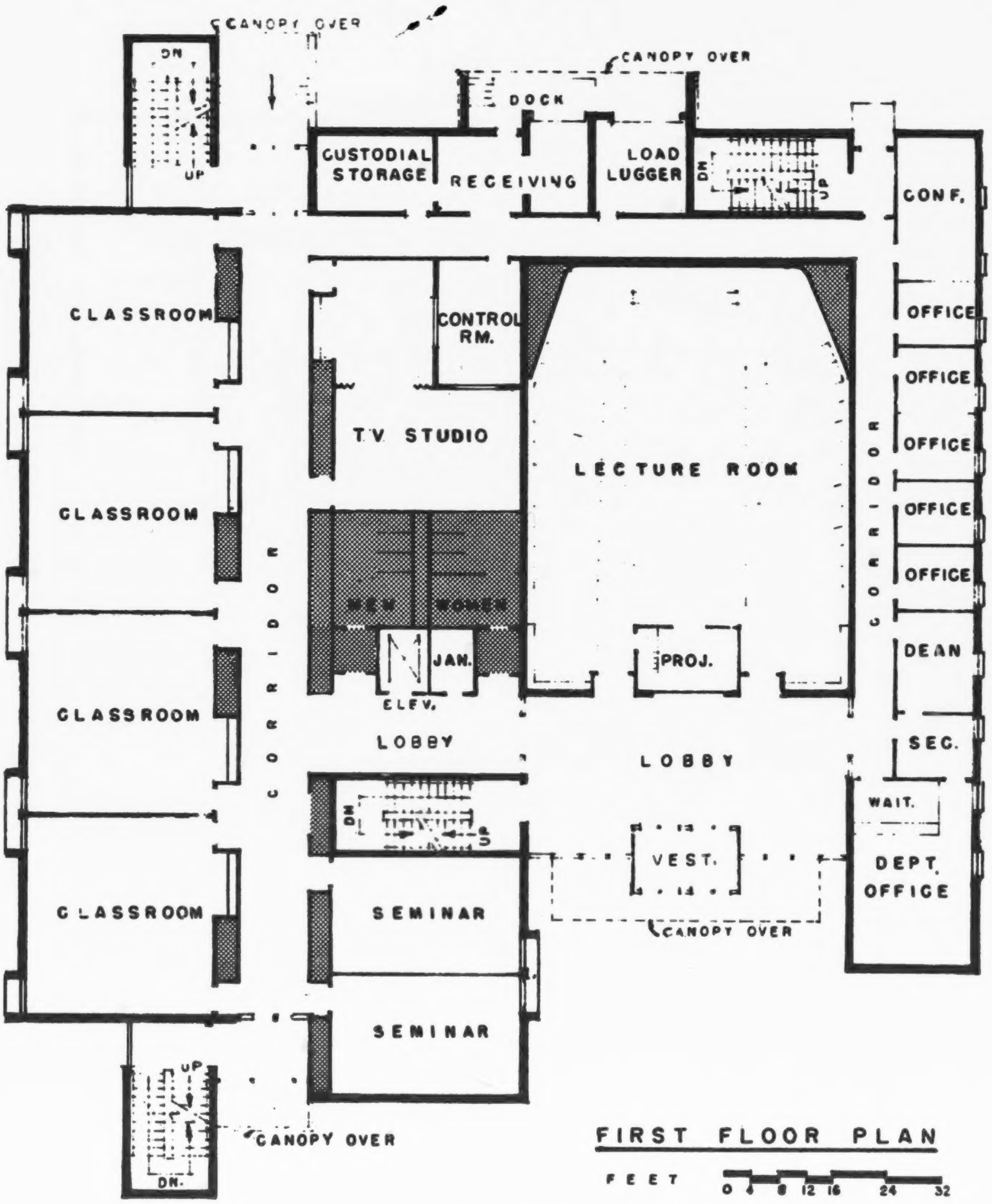
5. Mechanical Area

a. Definition

"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement

Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.

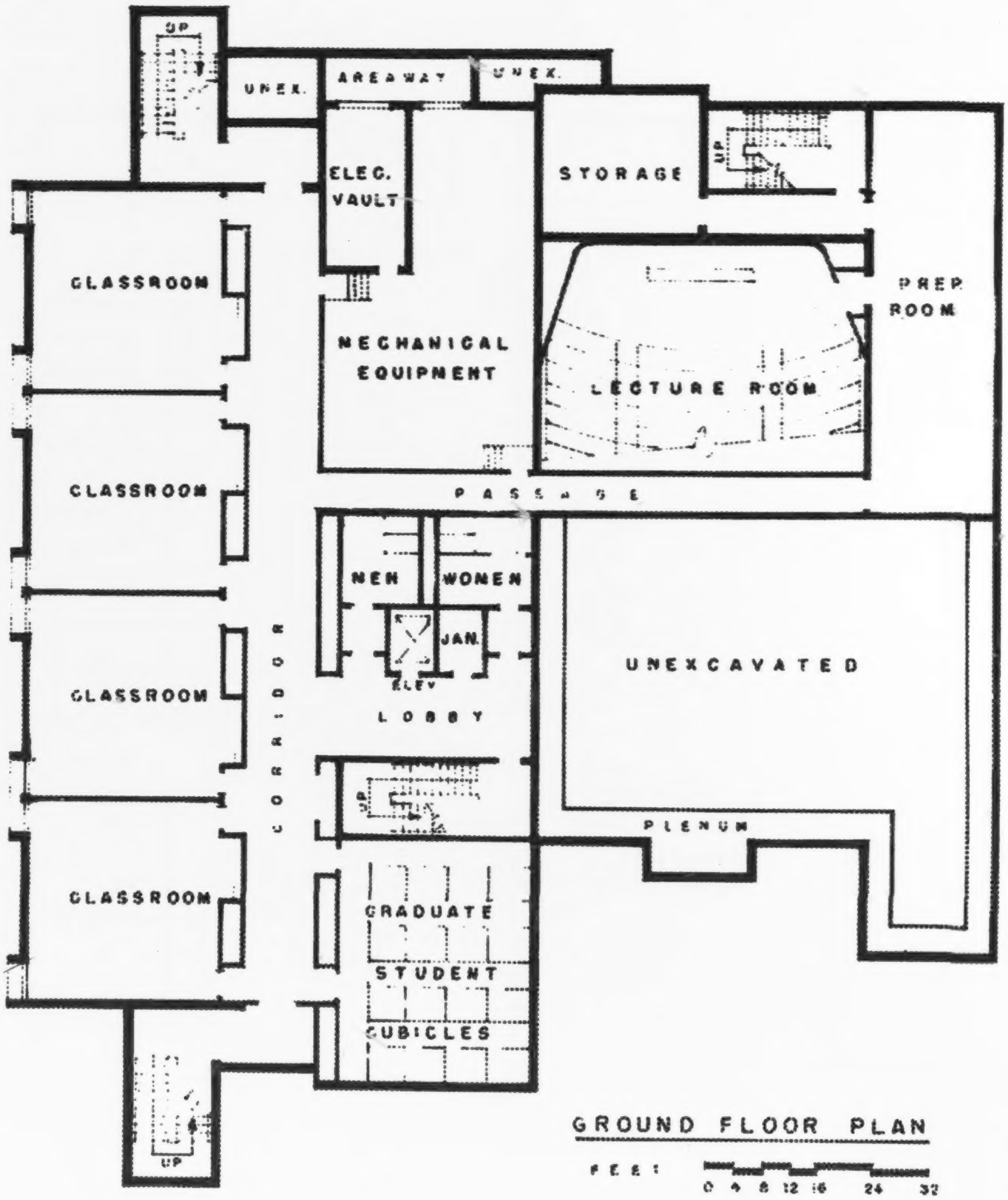

CANOPY OVER
CANOPY OVER
DN
UP
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
DN
UP
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
LECTURE ROOM
OFFICE
CLASSROOM
OFFICE
OFFICE
CORRIDOR
MEN
WOMEN
CORRIDOR
JAN.
PROJ.
DEAN
ELEV.
CLASSROOM
LOBBY
LOBBY
SEC.
WAIT.
DN
UP
VEST.
DEPT. OFFICE
CANOPY OVER
CLASSROOM
SEMINAR
SEMINAR
UP
CANOPY OVER
DN.
FIRST FLOOR PLAN
FEET
0 4 8 12 16 24 32

c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.


UP
UNEX.
AREAWAY
UNEX.
ELEC. VAULT
STORAGE
UP
CLASSROOM
MECHANICAL EQUIPMENT
PREP ROOM
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN.
ELEV
LOBBY
CORRIDOR
CLASSROOM
UNEXCAVATED
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

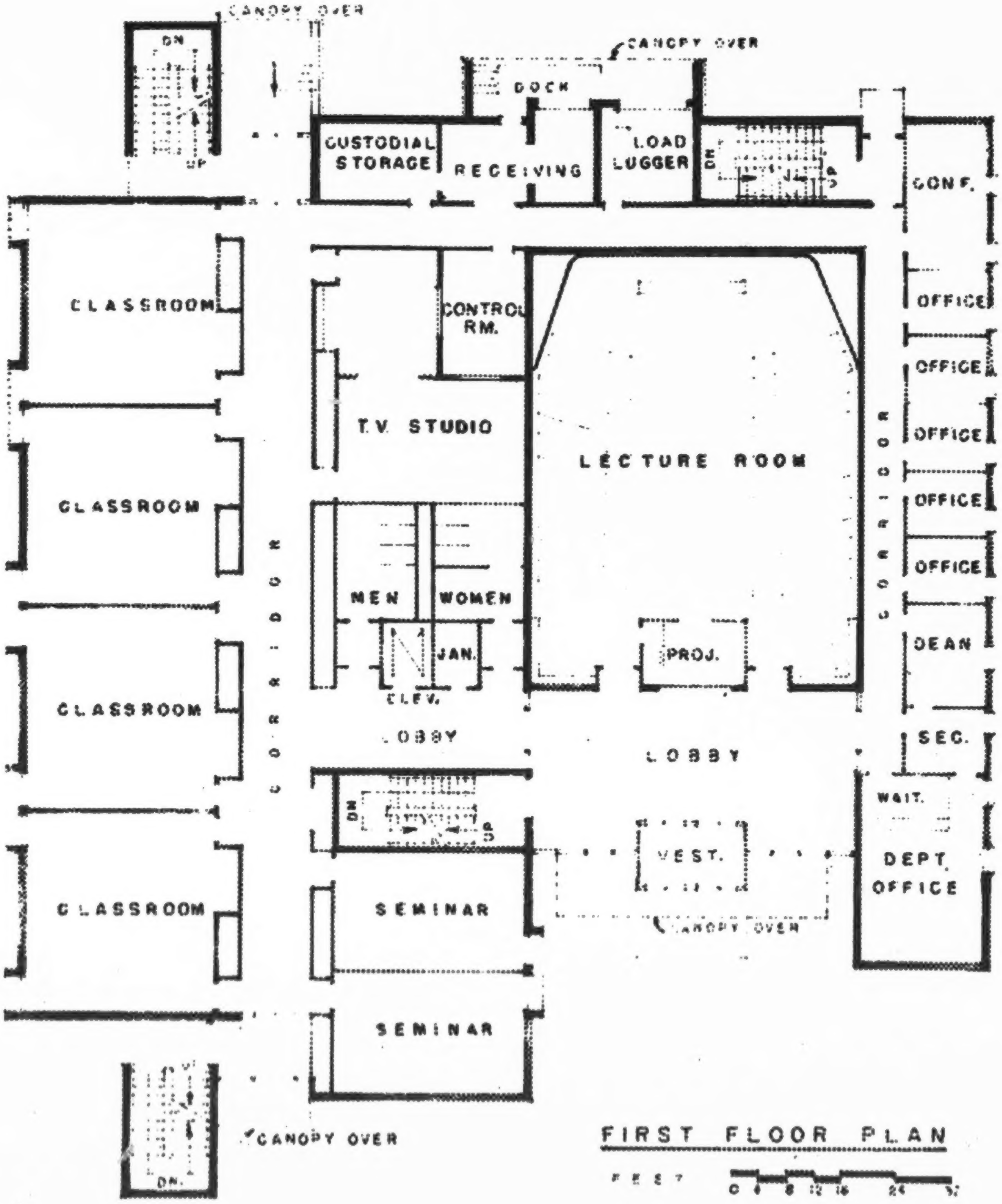
6. Construction Area

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.


CANOPY OVER
DN
UP
CANOPY OVER
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
DN
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
OFFICE
LECTURE ROOM
CORRIDOR
OFFICE
CLASSROOM
OFFICE
CORRIDOR
MEN
WOMEN
DEAN
JAN.
PROJ.
ELEV.
CLASSROOM
LOBBY
LOBBY
SEC.
WAIT.
DN
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
DN
CANOPY OVER
FIRST FLOOR PLAN
FEET
0 4 8 12 16 24 32

c. **Description**

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. **Computation of Construction Area**

Gross Area	34,578	Square Feet	100.0%
Net Assignable	15,596		45.1
Circulation	10,385		30.0
Custodial	577		1.7
Mechanical	4,186		12.0
Construction	3,834	Square Feet	11.2%

Appendix B

Organizational Units
Codes, Terms, and Definitions

ORGANIZATIONAL UNITS—CODES, TERMS, DEFINITIONS

(Code) (Term)

I & R *DEPARTMENTS OF INSTRUCTION AND RESEARCH*

Departments ordinarily identified within the terms, "Instruction and Departmental Research" and "Organized Research." Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also Category RES)

ACT *ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)*

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable units which are functionally related to department of instruction and research, and/or to organized research units.

RES *ORGANIZED RESEARCH UNITS*

Research institutes, laboratories, museums, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does *not* include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

PUB *PUBLIC SERVICE UNITS*

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

NOTE: Each organizational unit in the above categories is to be classified and independently coded in accordance with the classification of subject fields. The following categories of organizational units are *not* to be classified in terms of subject fields.

LIB *LIBRARY*

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but *not* informal "departmental libraries" which are organizationally part of any units in Categories I&R, ACT, RES, or PUB.

GEN *GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES*

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Services, and Physical Plant.)

AUX *AUXILIARY SERVICES*

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Includes inter-collegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records.

NON *NON-INSTITUTIONAL AGENCIES*

Public or private agencies which are not under the direct supervision or control of the institutional administration, irrespective of the degree of association with, or relationship to, any institutional units.

UNA *UNASSIGNED*

Facilities which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory. The overall code UNA is intended only for captions and subtotals in tabulated reports; itemized data should be coded in terms of the most appropriate of the following categories only:

INACT INACTIVE: Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

ALT ALTERATION OR CONVERSION: Rooms or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

UNFIN UNFINISHED: Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished at the time of the facilities inventory.

Appendix C

Subject Fields
Codes, Terms, and Definitions

SUBJECT FIELDS—SUMMARY OF CODES AND TERMS

100	*GENERAL OR UNCLASSIFIED FIELDS*
110G	GENERAL
120U	UNCLASSIFIED
199C	(CLASSROOM FACILITIES)
200	*LIFE SCIENCES*
210B	BIOLOGICAL SCIENCES
220A	AGRICULTURAL SCIENCES
230H	HEALTH SCIENCES
231M	MEDICINE
232V	VETERINARY MEDICINE
233D	DENTISTRY
234N	NURSING
235PH	PHARMACY
236PU	PUBLIC HEALTH
239HS	OTHER HEALTH SCIENCES
299G	GENERAL LIFE SCIENCES
300	*M.C.P.E. SCIENCES*
310M	MATHEMATICAL SCIENCES
320C	COMPUTER SCIENCES
330P	PHYSICAL SCIENCES
340E	ENGINEERING SCIENCES
399G	GENERAL M.C.P.E. SCIENCES
400	*BEHAVORIAL SCIENCES*
410P	PSYCHOLOGY
420S	SOCIAL SCIENCES
499G	GENERAL BEHAVIORAL SCIENCES
500	*HUMANITIES*
510F	FINE ARTS
520L	LETTERS
599G	GENERAL HUMANITIES
600	*PROFESSIONS*
610A	ADMINISTRATIVE PROFESSIONS
620ED	EDUCATION
630EN	ENVIRONMENTAL DESIGN
640H	HOME ECONOMICS
650L	LAW
660S	SOCIAL WORK
670T	THEOLOGY
690P	OTHER PROFESSIONS
699G	GENERAL PROFESSIONS
700	*TECHNICAL-VOCATIONAL FIELDS*
705AG	AGRICULTURAL TECHNOLOGIES
710AP	APPAREL DESIGN OR FABRICATION
715B	BUSINESS TECHNOLOGIES
720C	CONSTRUCTION TECHNOLOGY

725E	ENGINEERING & INDUSTRIAL TECH.
730G	GRAPHIC ARTS TECHNOLOGIES
735H	HEALTH TECHNOLOGIES
750P	PUBLIC SERVICE TECHNOLOGIES
760T	TRANSPORTATION TECHNOLOGIES
790TV	OTHER TECHNICAL-VOCATIONAL
799G	GENERAL TECHNICAL-VOCATIONAL FIELDS
800	*PHYSICAL EDUCATION & MIL. SCIENCE*
810P	PHYSICAL EDUCATION
820M	MILITARY SCIENCES

SUBJECT FIELDS—CODES, TERMS, DEFINITIONS

The three digits of the code number identifies the subject-field category. The broad categories coded in multiples of 100 are intended only for captions and subtotals in tabulated reports. The letter suffix is for verification purposes and should be included in all cases.

The same three digit and letter code of subject field categories is used in classifying each of the first four organizational unit categories (I & R, ACT, RES, and PUB); the other organizational units are not classified by subject fields.

For departments or other organizational units (Column 4 entry, Room-by-Room Inventory) with subject fields sufficiently precise for specific identification in this system, use the appropriate subject-field code beginning with 210B and ending 820M, excluding those codes with 9 as the last digit. For departments or other organizational units with subject fields too broad for specific identification, the most appropriate code with 9 as the last digit will be used, except that units significantly representing two or more subject fields here coded in multiples of 100 should be coded 110G.

The subject-field code 199C is reserved for rooms classified as classroom facilities (Room-type codes 110 and 115). The subject field coding of all such rooms should be 199C irrespective of any departmental assignment indicated in the institution's own records, so that these rooms (classrooms and classroom service only) will be consistently excluded from the subject-field data of all institutions. Thus these facilities can be readily tabulated for analysis on a campus-by-campus basis. (Note: The subject field of all other rooms for departments of instruction and research should be coded 110G if no more specific coding is appropriate.)

The code 120U is for use only in those exceptional cases where no other code is considered applicable.

100 *GENERAL OR UNCLASSIFIED SUBJECT FIELDS*

110G GENERAL: Identifiable but broader than any category below—e.g., dean of arts and sciences.

120U UNCLASSIFIED: Not identifiable in any other category. This category should be avoided except as a last resort.

199C (CLASSROOM FACILITIES: Room-Type Codes 110 & 115 Only)

200 *LIFE SCIENCES*

210B BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 220A and 230H.)

220A AGRICULTURAL SCIENCES: As above but in an agricultural college or school, including forestry but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 232V, 340E, 420S, 620ED, 640H, and 705AG.)

230H HEALTH SCIENCES: (Professional level; see also 735H.)

231M MEDICINE: All basic medical sciences and clinical specialties
232V VETERINARY MEDICINE
233D DENTISTRY
234N NURSING
235PH PHARMACY
236PU PUBLIC HEALTH
239HS OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.

299G GENERAL LIFE SCIENCES

300 *M.C.P.E. SCIENCES (Mathematical, Computer, Physical, and Engineering)*

310M MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

320C COMPUTER SCIENCES: Includes information and computing sciences.

330P PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

340E ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, architectural, ceramic, chemical, civil, construction, electrical, electronic, general, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering, engineering mechanics, physics, and science; naval architecture and marine engineering; etc. (See also 725E.)

399G GENERAL M.C.P.E. SCIENCES

400 *BEHAVIORAL SCIENCES*

410P PSYCHOLOGY

420S SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., inter-disciplinary studies of geographically defined areas.

499G GENERAL BEHAVIORAL SCIENCES

500 *HUMANITIES*

510F FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 730G.)

520L LETTERS: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 670T); speech if not primarily dramatic arts; journalism if not a professional school (see also 690P).

599G GENERAL HUMANITIES

600 *PROFESSIONS* (Professional schools not included above.)

610A ADMINISTRATIVE PROFESSIONS: Business administration, institutional administration, public administration, including hospital administration; public administration; etc. (See also 715B.)

620ED EDUCATION: Includes agricultural education, business education, etc.

630EN ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

640H HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

650L LAW

660S SOCIAL WORK

670T THEOLOGY: Includes *all* instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs such as the Higher Education Facilities Act of 1963 and subsequent related legislation.

690P OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

699G GENERAL PROFESSIONS

700 *TECHNICAL-VOCATIONAL FIELDS*

705AG AGRICULTURAL TECHNOLOGIES

710AP	APPAREL DESIGN OR FABRICATION TECHNOLOGIES
715B	BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.
720C	CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.
725E	ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.
730G	GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.
735H	HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologists, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.
750P	PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.
760T	TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.
790TV	OTHER TECHNICAL-VOCATIONAL FIELDS
799G	GENERAL TECHNICAL-VOCATIONAL FIELDS

800 *PHYSICAL EDUCATION AND MILITARY SCIENCES*

810P	PHYSICAL EDUCATION: Includes health and recreation education as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate.
820M	MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and the equivalent.

Appendix D

Type of Room
Codes, Terms, and Definitions

TYPE OF ROOM—SUMMARY OF CODES AND TERMS

100 CLASSROOM FACILITIES

110	Classroom
115	Classroom Service

200 LABORATORY FACILITIES

210	Class Laboratory (Public institutions should not use this classification or code; see footnote.)
*210A	Class Laboratory, Other than Those Below
*210B	Scientific and Engineering Laboratory
*210C	Language and Speech Laboratory
*210D	Home Economics Laboratory
*210E	Photographic, Graphic Arts, and Audio-Visual Laboratory
*210G	Business Machines Laboratory
*210H	Industrial-Oriented Laboratory
*210J	Art Laboratory
*210K	Drafting Laboratory
*210L	Observation or Listening Room/Laboratory
*210M	Kindergarten and Child Care Laboratory
*210N	Broadcasting (Radio and TV) Studio/Laboratory
*210P	Agricultural Facility/Laboratory
*210R	Greenhouse/Laboratory
*210S	Rehearsal Hall/Laboratory
215	Class Laboratory Service
220	Special Class Laboratory
225	Special Class Laboratory Service
230	Individual Study Laboratory
235	Individual Study Laboratory Service
250	Non-Class Laboratory
255	Non-Class Laboratory Service

300 OFFICE FACILITIES

310	Office
315	Office Service
350	Conference Room
355	Conference Room Service

---

* Applicable to public institutions only.

400 STUDY FACILITIES

- 410 Study Rooms
- 420 Stack
- 430 Open-Stack Reading Rooms
- 440 Library Processing Rooms
- 455 Study Facilities Service

500 SPECIAL-USE FACILITIES

- 510 Armory Facilities
- 515 Armory Facilities Service

- 520 Athletic-Physical Education Facilities
- 523 Athletic Facilities Spectator Seating
- 525 Athletic-Physical Education Facilities Service

- 530 Audio-Visual, Radio, TV Facilities
- 535 Audio-Visual, Radio, TV Facilities Service

- 540 Clinic Facilities (Non-Medical)
- 545 Clinic Facilities Service (Non-Medical)

- 550 Demonstration Facilities
- 555 Demonstration Facilities Service

- 560 Field-Service Facilities

- 590 Other Special-Use Facilities
- 595 Other Special-Use Facilities Service

600 GENERAL-USE FACILITIES

- 610 Assembly Facilities
- 615 Assembly Facilities Service

- 620 Exhibition Facilities
- 625 Exhibition Facilities Service

- 630 Food Facilities
- 635 Food Facilities Service

- 640 Health Facilities (Student)
- 645 Health Facilities Service (Student)

- 650 Lounge Facilities
- 655 Lounge Facilities Service

- 660 Merchandising Facilities
- 665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities Service

690 Other General-Use Facilities
695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

730 Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

750 Central Food Stores

760 Central Laundry

790 Other Supporting Facilities
795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

810 Human Hospital-Clinic Facilities
815 Human Hospital-Clinic Facilities Service

820 Human Hospital-Patient Care Facilities
825 Human Hospital-Patient Care Facilities Service

840 Dental Clinic Facilities
845 Dental Clinic Facilities Service

850 Veterinary Hospital-Clinic Facilities
855 Veterinary Hospital-Clinic Facilities Service

860 Veterinary Hospital-Animal Care Facilities
865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons (*Do not use 910 Code;* for Recap only.)

911 Dormitory

912 Food Service in Residence Halls

920 One-Family Dwelling

930 Multiple Family Dwelling

TYPE OF ROOM—CODES, TERMS, AND DEFINITIONS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as *lecture rooms, lecture-demonstration rooms, seminar rooms,* and *general purpose classrooms.* A *Classroom* may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A *Classroom* may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include *conference rooms, auditoriums,* or *class laboratories.* Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room (with seating oriented toward some focal point) which is used for dramatic or musical productions, or for general meetings is an *Assembly Facility* (i.e., an auditorium normally used for other than scheduled classes). *Class Laboratories* are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a *Class Laboratory.*

115 Classroom Service

Definition: A room which directly serves a *Classroom* as an extension of the activities of the *Classroom.*

Description: Included in this category are *projection rooms, cloak rooms, preparation rooms, closets,* and *storage* if they serve a classroom.

Limitations: This category does NOT include *projection rooms, cloak rooms, preparation rooms, closets,* and *storage,* if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as *Assembly Facilities Service.*

200 LABORATORY FACILITIES

210 Class Laboratory (Public institutions should not use this classification or code; see footnote, next page.)

Definition: A room used by regularly scheduled classes which require spe-

γ

cial-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A *Class Laboratory* is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction *in regularly scheduled classes.* The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as *teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios,* and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include *gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses,* and similar facilities which are included under SPECIAL-USE FACILITIES.

***210A** Class Laboratory, Other Than Those Below

Description and Limitations: As for 210 above, but excluding other room types in the 210 series—a catch-all category.

***210B** Scientific and Engineering Laboratory

Description and Limitations: Along with other types of scientific and engineering laboratories, this category includes rooms equipped with *computer and computer-related facilities if such areas are used primarily for instructional purposes.* It does not include instruction facilities equipped with calculators, business machines, and like business-related types which are included under BUSINESS MACHINES. (If the purpose of the facility is other than instruction, see Code 710, under SUPPORTING FACILITIES.)

***210C** Language and Speech Laboratory

Description and Limitations: None

***210D** Home Economics Laboratory

Limitations: This category does NOT include home management houses or home economics residences which are included under DEMONSTRATION FACILITIES.

***210E** Photographic, Graphic Arts, and Audio-Visual Laboratory

Description and Limitations: None

---

* Applicable to public institutions only.

*210G Business Machines Laboratory

Description and Limitations: This category includes instructional facilities *equipped with calculators, typewriters, and like business-related machines.* It does NOT include computer and computer-related facilities which are included under SCIENTIFIC AND ENGINEERING.

*210H Industrial-oriented Laboratory

Description and Limitations: Included in this category are such rooms as *ceramics, furniture-making, textiles, etc., laboratories* where students receive instruction in the trade or vocational aspects of this type subject. Included also are *industrial shops such as welding and electrical repair* where industry or trade related equipment is used for instructional purposes. NOT included are mechanical, electrical, aeronautical, etc., engineering laboratories which are included under SCIENTIFIC AND ENGINEERING.

*210J Art Laboratory

Description: Rooms designed and/or equipped for art studies such as sculpture and painting.

*210K Drafting Laboratory

Description: Rooms equipped with architectural, engineering, and/or mechanical drawing tables and appurtenances.

*210L Observation or Listening Room/Laboratory

Description: This category includes such rooms as those used by supervised groups of students for observing or listening to *human or animal behavior.*

Limitations: This category does NOT include rooms for individual student observation or listening; this type is included under INDIVIDUAL STUDY LABORATORY. It does not include rooms for informally (or irregularly) scheduled classes; this type is included in SPECIAL CLASS LABORATORY.

*210M Kindergarten and Child Care Laboratory

Description and Limitations: None

*210N Broadcasting (Radio and TV) Studio/Laboratory

Limitations: This category does NOT include such studios except where used primarily for regularly scheduled classes.

---

* Applicable to public institutions only.

*210P Agricultural Facility/Laboratory

Limitations: Included in this category are *covered areas only;* NOT open fields. It does NOT include barns or similar structures for animal shelter or the handling, storage, and/or protection of farm products, supplies, or tools; this type is included under FIELD-SERVICE FACILITIES. It does not include green houses which are included under either GREENHOUSE/LABORATORY or FIELD SERVICE FACILITIES.

*210R Greenhouse/Laboratory

Limitations: This category does NOT include greenhouses related to farm operations; this type is included under FIELD-SERVICE FACILITIES.

*210S Rehearsal Hall/Laboratory

Description and Limitations: This category includes rooms generally referred to as *band rooms, choral rooms,* and *(group) music practice rooms.* It does NOT include such rooms if used for informally (or irregularly) scheduled classes; this type is included under SPECIAL CLASS LABORATORY.

215 Class Laboratory Service

Definition: A room which directly serves a *Class Laboratory* as an extension of the activities of the class laboratory.

Description: Included in this category are *balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, animal rooms, greenhouses,* and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include *balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses,* etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction *in informally (or irregularly)* scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. *Special Class Laboratories* typically (but not necessarily or exclusively) include such rooms as *language laboratories, (group) music practice rooms, (group) studios,* etc.

---

* Applicable to public institutions only.

Limitations: This category does NOT include *Class Laboratories* (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include *gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses,* and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a *Special Class Laboratory* as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve *Special Class Laboratories.*

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are *music practice rooms, individual study laboratories,* and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as *Study Rooms* (410).

235 Individual Study Laboratory Service

Definition: A room which directly serves an *Individual Study Laboratory* as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve *Individual Study Laboratories.*

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as *research laboratories* and *research laboratory-office.*

Limitations: This category does NOT include rooms generally referred to as *teaching laboratories*; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a *Non-Class Laboratory* as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are *balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses,* etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include *balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses,* etc., which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as *faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices,* etc. Also included in this category is a *Studio* (music, art, etc.) if such a room serves as an office for a staff member. (A *Studio* intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. Large rooms, such as *glass shops, printing shops, reading rooms, research laboratories,* etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices as an extension of the activities in an Office (or group of offices).

Description: Included in this category are *file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms,* and *office supply rooms. Centralized mimeograph and printing shops* which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include *centralized mimeograph and printing shops.*

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as *seminar rooms, lecture rooms,* and *general classrooms* because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include *classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms,* or *lounges.*

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as *kitchenettes, chair storage rooms, projection rooms, sound equipment rooms,* etc.

Limitations: This category does NOT include *kitchens, dining rooms,* and similar facilities in a centralized conference-type building. (*Dining rooms* open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as *library reading rooms, carrels, study rooms, individual study stations, study booths,* and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.)

Limitations: This category does NOT include *Individual Study Laboratories.* An *Individual Study Laboratory* is limited in use to a particular area of study, while a *Study Room* is intended for general study (or a broad area of study). This category does NOT include *Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.*

420 Stack

Definition: A room (or portion of a room) used to provide shelves for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as *library stacks.* (See also 430.)

Limitations: This category does NOT include *book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries* which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. *Separate tape storage rooms* for *language laboratories* should be classified as Laboratory Service. *Separate rooms* containing *musical scores, records,* and *tapes* are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of *Study Room* and *Stack,* generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as *open-stack reading rooms.*

Limitations: See limitations defined under *Study Room* (410) and *Stack* (420).

440 Library Processing Rooms

Definition: A room which serves a *Study Room, Stack,* or *Open-Stack Reading Room* as supporting service to such rooms.

Description: Included in this category are rooms generally referred to as *card catalog, circulation desk, bookbinding, microfilm processing,* and *audio-visual record-playback* equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: *offices* for staff (which are classified as *Offices*); *acquisitions work areas* (which are classified as *Offices*); campus-wide or centralized *audio-visual preparation areas, bookbinding,* and *microfilm processing areas* (which are classified as *Shops*); *instructional facilities* for Library Science staff (which are classified as *Classrooms, Class Laboratories, Special Class Laboratories, Offices,* or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a *Study Room, Stack, Open-Stack Reading Room,* or *Library Processing Room* as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as *closets, locker space, coatrooms,* etc.

Limitations: This category does NOT include *card catalogs, circulation desks,* and other areas designated under *Library Processing Rooms* (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes *indoor drill areas, rifle ranges, and special-purpose military science rooms.*

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes *supply rooms, weapons rooms,* etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as *gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields,"* and *fieldhouses.*

Limitations: No distinction is made on the basis of instructional *versus* intramural or intercollegiate use of *gymnasiums, swimming pools,* etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include *Classrooms, Laboratories,* or *Offices* even though they may be located in an Athletic building. This category does NOT include the *spectator seating area* associated with athletic facilities (see below). It does NOT include *outside* fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are *permanent seating areas* in *fieldhouses, gymnasiums,* and *natatoria.* Stadium seating should NOT be included, since by definition it is considered non-assignable area.

Limitations: This category does NOT include temporary or moveable-seating areas.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as *locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms,* etc.

Limitations: This category does NOT include *public* toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as *TV studios, radio studios, sound studios, graphic studios,* and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as *film library, tape library, control room, video tape recorder room, property storage, recording rooms,* and *engineering maintenance rooms.*

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as *patient examination rooms, testing rooms, consultation rooms.* Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with *student health care*. It does NOT include *clinics* for the medical or dental treatment of *humans* or *animals.*

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are *waiting rooms, observation rooms, control rooms, records rooms,* and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes *demonstration schools, laboratory schools, pre-school nurseries,* etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes *home management houses* which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and *home management houses* in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or preschool nursery) will NOT be classified as Classrooms, Class Laboratory, Office, etc., but rather as *Demonstration Facilities.* However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as *store rooms, laundry,* etc. (in a home demonstration facility) and *kitchen, lockers, shower rooms,* etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroroms, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include *barns, animal shelters, sheds, silos, feed units, hay storage,* and *seedhouses. Greenhouses* related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as *endocrine research laboratories, diary research laboratories,* etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as *theatres, auditoriums, concert halls, arenas, chapels,* and (livestock) *judging pavilions. Seating area, stage, orchestra pit, chancel, arena,* and *aisles* are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves as Assembly Facility as an extension of the activities of such a facility.

Description: This category includes *check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms,* etc.

Limitations: Lobbies are non-assgnable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes *museums, art galleries,* and *similar exhibition areas.*

Limitations: Study collections NOT primarily for general exhibition such as *departmental displays* of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes *work rooms* for the preparation of materials and displays, *vault* or other *storage* for works of art, *check rooms,* etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes *dining halls, cafeterias, snack bars, restaurants,* and *similar eating areas.*

Limitations: This category is limited to facilities which are open to the student body and/or public at large. *Dining halls* in *residence halls* (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as *kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas,* and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes *examination rooms, bedrooms, surgery rooms, clinics,* etc.

Limitations: This category does NOT include such *clinics* as *speech and hearing clinics, psychology clinics,* and *similar instructional and/or research facilities. Teaching hospitals* for students in *Human* or *Veterinary Medicine* are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as *dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets,* etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A *lounge* is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A Lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a *kitchenette.*

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as *bookstores, barber shops, post offices, dairy stories, student union "desks,"* and *motel-hotel rooms.*

Limitations: This category does NOT include *dining rooms, restaurants, snack bars,* and similar Food Facilities. It does NOT include *meeting rooms* which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as *supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service*, and *private toilets.*

Limitations: This category does NOT include *public* toilet rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as *bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms,* and *hobby rooms.*

Limitations: This category does NOT include *gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields,* or *field houses,* which should be classified as Athletic-Physical Education Facilities. It does NOT include *outside* facilities such as *tennis courts, archery ranges, fields* (football, hockey, etc.), or *golf courses.*

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes *storage closets, equipment issue rooms, cashiers desk,* and similar areas.

Limitations: This category does NOT include *kitchens, short-order kitchens, snack bars,* or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes *keypunch rooms, electronic data processing rooms, electronic computer rooms,* and similar data processing areas.

Limitations: This category does NOT include rooms containing *desk calculators, posting-billing machines, check-writing machines,* and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used *primarily* for instruction should be classified as a Class Laboratory. Such a facility used primarily for research and/or administrative data processing should be included in the "710" category.

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as *card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms,* and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as *carpenter shops, plumbing shops, electrical shops, painting shops,* and similar physical plant maintenance facilities. It also includes *central printing and duplicating shops, central receiving,* and *central stores.*

Limitations: This category does NOT include *instructional shops; industrial arts* and *vocational-technical shops* used for instruction should be classified as Class Laboratories. Highly specialized *shops* for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). *Materials preparation areas* in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of *vehicles, airplanes, boats,* etc., should be classified as Vehicle Storage Service. *Engineering drafting rooms* serving the physical plant operation are classified as Offices. *Blueprint storage rooms* are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are *tool supply-storage rooms, materials storage rooms,* and similar *equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms,* and similar *non-public* areas should be included.

Limitations: This category does NOT include *service areas* related to Class or Non-Class Laboratories. It does NOT include *vehicular repair facilities* ("garages") which are classified as Vehicle Storage Service. *Blueprint storage rooms* should be classified as Office Service. *Public* toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description & Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) *and* inactive departmental storage. *Storage* related to other types of space follow the classification of that type of space with a "service" designation. For example, a *storage closet* for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room which is used to store vehicles.

Description: This category includes rooms generally referred to as *garages, boat houses, airport hangars,* and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of *barns* or similar Field-Service Facilities which are used to house *farm implements.* It is recommended that parking structures NOT be included, since these do not represent assignable square feet.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage Facility which is used for the *maintenance and repair of automotive equipment, boats, airplanes,* and *similar vehicles.*

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes *food storage areas, lockers, cold rooms, refrigerators, meat processing areas,* and similar facilities located in a Central Food Stores building.

Limitations: Offices and *conference rooms* located in a Central Food Stores building are classified as Offices and Conference Rooms. *Food storage areas, freezers, lockers,* etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

760 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes *laundry rooms, drying rooms, ironing rooms,* etc., located in a Central Laundry.

Limitations: Offices and *conference rooms* located in a Central Laundry are classified as Offices and Conference Rooms. *Laundry rooms, drying rooms, ironing rooms,* etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include students health care facilities. This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as *examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms,* and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as *medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology,* and *ophthalmology. Physical and occupational therapy clinics* associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandishing Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as *clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms* supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from *Clinic Facilities Service* on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as *bedrooms, wards, nurseries,* and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a *Patient Care Facility* as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as *nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms,* and *food service facilities for patients.*

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a *Dental Clinic* as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as *examination rooms, surgery rooms, x-ray rooms,* and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as *clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes,* etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as *animal rooms, stalls, wards,* and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as *feed storage rooms, feed mixing rooms, cage washing rooms,* and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

*900 RESIDENTIAL FACILITIES

910 Residence for Single Persons (*Do not use 910;* for Recap only.)

911 Dormitory

Definition: Living quarters for unmarried persons.

Description: This category includes all *bedrooms, non-public bathrooms, laundry rooms, pressing rooms,* and *storage rooms* (other than *Food Storage*) in a residence hall for unmarried persons.

Limitations: Rooms in a dormitory which serve primarily as classrooms should be classified as *classrooms.* Offices for staff members should be classified as *Offices.* Study Rooms (for general student use, not in areas, which are part of bedrooms) should be classified as *Study Rooms.* Food Storage Rooms should be classified under 912 *Food Service In Residence Halls.*

912 Food Service in Residence Halls

Definition: Those facilities where food is prepared and served to the occupants.

---

* For residential facilities it is preferred that the inventory indicate total net assignable space by building per type of room category rather than on a room-by-room basis.

Description: This category includes all ***dining halls, kitchens*** and food service facilities in residence halls for unmarried persons.

Limitations: Rooms which are used primarily for the public or for faculty should not be included here. Faculty dining facilities should be classified under 630.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes *student and faculty apartment buildings and duplex houses* rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.